**Application Letter**

Name: Bethelhem Taye Mulugeta

Address: Addis Ababa

Nationality: Ethiopian

E-mail [btaye5623@gmail.com](mailto:btaye5623@gmail.com)

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Phone number: +251915554294

Date August 16, 2023

**Dear Sir/Madam**

I’m excited to be applying for a Junior marketing position at your organization. You’re looking for someone who understands the nuances of managing a busy day and can proactively tackle issues. As someone determined to sustain continuous self-development, I thrive on making sure every day has a clear plan and every clear plan is communicated.

Although I have no prior work experience, I understand the importance of being proactive. I’ve also been able to develop the ability to anticipate roadblocks and create effective alternative plans in my years as a student. If given the opportunity, my greatest value to your organization will be my ability to work loyally and focus on achieving the needs of the business.

I am attaching my resume for your review. If you feel that I am suitable for the position, please feel free to contact me whenever you desire.

Thank you for your time and consideration, I look forward to learning more details about the position.

Sincerely,

Bethelhem Taye

**CURRICULUM VITAE (CV)**

**PERSONAL DETAILS**

* Full Name Bethlehem Taye Mulugeta
* Birth Date 21/12/87 E.c
* Gender Female
* Birth Place Addis abeba
* Address Addis Ababa
* Telephone +251915554294
* E-mail bethelhemtaye440@gmail.com
* Nationality Ethiopian

**MY CAREER OBJECTIVE**

* To work in a challenging position within a progressive and thriving organization.
* To make the most of my existing skills learnt during my BA degree study, whilst also improving and acquiring new knowledge to that I have gained so far in my career.

**EDUCATIONAL BACKGROUND**

Name and address of school and university Dates Attended

* Elementary School(1-8)@ addis abeba selam children's village school 1995-2002 E.C
* High school (Grade 9-10)@addis abeba selam children's village school 2003-2004 E.C
* Preparatory School(Grade 11-12)@dej azmache wonderad preparatory School 2005-2006 E.C
* Admas University @Addis Ababa,Megenagna Branch 2011-2013 E.C

**Computer Skill**

* Microsoft office tools(Word, Excel and Power Point)

**Language Skill Speaking Writing Reading**

English Excellent Excellent Excellent

Amharic Excellent Excellent Excellent

**Security clearance**

* I have no any serious illness.
* I am not addicted to any drugs and drug activities.
* I have never been convicted of any crime.

**GENERAL SKILLS**

* High analyzing capability with excellent communication, interpersonal and team work skills.

1. Believe in continuous improvement and trying new approaches in which goals are achieved or exceeded.
2. Excellent organizational skills coupled with the ability to manage my time in a productive and efficient manner.
3. Highly motivated to work, with a positive attitude.

**HOBBIES, INTERESTS OR ACTIVITIES**

* Travelling
* Reading novels or poems and watching movies
* Listening to music
* Spend time with friends

**REFERENCE**

Name Mobile No. Email Address Position

Mr.Abebe Worku +251911021617 hasabe2004@gmail.com Addis Ababa Lecturer





