**Jacob Chademwiri**  
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20 September 2025

**[Hiring Manager’s Name]**  
[Company Name]  
[Company Address]

**Re: Application for [Job Title]**

Dear [Hiring Manager],

I am excited to apply for the role of **[Job Title]** at **[Company Name]**. With experience in **tender management, project coordination, and accounts receivable**, I bring both operational and technical skills that align well with your requirements.

In my role at **Sithembe Transportation & Projects**, I have successfully managed tenders resulting in **over 10 contract awards**, while coordinating **multiple ongoing and ad-hoc projects** for the City of Tshwane. I am also responsible for invoicing, financial tracking, and client reporting. At **Babiya Geomatics and Civil Constructions**, I supported tender administration and office operations, contributing to **3 successful contract awards**.

My strengths lie in **compliance-driven tender preparation, project execution, and financial reporting**, complemented by **IT skills** that streamline processes through digital tools and internal systems.

I would welcome the opportunity to contribute these skills to **[Company Name]** and am confident I can add value to your projects and operations.

Thank you for your consideration.

Kind regards,  
**Jacob Chademwiri**