**Jacob Chademwiri**  
285 Erasmus Ave, Raslow AH,   
Centurion, 0157  
📧 [hello@jacobc.co.za](mailto:hello@jacobc.co.za) | 📞 +27 74 049 1433 | 🌐 [www.jacobc.co.za](http://www.jacobc.co.za/)

20 September 2025

**Re: Expression of Interest in Opportunities with [Company Name]**

Dear [Hiring Manager],

I am reaching out to express my interest in potential opportunities with **[Company Name]**. With hands-on experience in **tender management, project coordination, and financial operations**, I believe I can contribute meaningfully to your team and ongoing projects.

In my current role at **Sithembe Transportation & Projects**, I have managed tender processes resulting in **over 10 successful contract awards**, while coordinating multiple ongoing and ad-hoc projects for the City of Tshwane. My responsibilities also include **invoicing, accounts receivable, and client reporting**, ensuring smooth financial operations. Previously, at **Babiya Geomatics & Civil Constructions**, I supported tender administration and office operations, contributing to **3 successful tender awards**.

Alongside my project and financial expertise, I bring **IT and digital skills**, having developed solutions to streamline reporting, document management, and internal workflows. This unique blend of **operations and technical support** allows me to add value across departments.

I would welcome the opportunity to meet with you to discuss how my skills and experience could support your current or future projects. Please find my CV attached for your consideration.

Thank you for your time, and I look forward to hearing from you.

Kind regards,  
**Jacob Chademwiri**