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[Insert Date]

To:

Hiring Manager

Shangtex Garment

Bole Lemi Industrial Park, Phase II

Addis Ababa, Ethiopia

Subject: Application for Entry-Level IT/Computer Science Position

Dear Hiring Manager,

I am writing to express my interest in the Computer Science-related position at Shangtex Garment. I am a recent graduate with a Bachelor of Science in Computer Science from Select College and hold a Higher National Diploma in Hardware and Networking from Queens College. I have successfully passed the National Exit Exam and am eager to contribute my technical knowledge and enthusiasm to your organization.

During my academic journey, I developed a strong foundation in software development, networking, and system support. I have participated in training and certification programs in areas such as machine learning, digital marketing, and full stack development, equipping me with both theoretical understanding and hands-on practice.

Although I do not yet have formal job experience in the industry, I am a fast learner, highly motivated, and have completed academic projects and practical tasks that involved real-world applications in programming, systems, and technical support. I am confident that my skills in React.js, Linux, and database systems—combined with my dedication and work ethic—will allow me to quickly adapt and deliver value in your organization.

I would appreciate the opportunity to further discuss how I can contribute to your team. I have attached my CV and academic credentials for your review.

Sincerely,

Yonas Bogale Sitotaw