13/11/2012

To whom it may concern

I wish to apply for the 2013 graduate program at your company. As a person my interest has always been with information Systems, because of that I have done a B Com degree majoring in Information System. I understand that your company will be the perfect place to gain knowledge and a new perspective to Information Systems.

In addition to my strong educational background, my greatest potential is being analytical. I am a strong team player, committed, hard worker and posses excellent communication skills. My recent experience of a team environment was at Table Bay Hotel. I worked with people who are from different cultural backgrounds. I had the opportunity of shadowing a few companies such as KPMG, Frost and Sullivan and others for a day and from that I have seen the business environment and the requirement of dedicated people and I believe that I posses exactly what your company requires.

Shadowing those companies mentioned above has boosted my confidence, interpersonal skills and ability to contribute in a team environment.

With your permission, I would like to request a formal interview. Not only will this allow us to engage on a more verbal consultation, but will be a friendly environment for you to ask me questions.

Thank you for taking the time to read all my documents.

Yours faithfully,

Biata Mpoyi

**Personal details**

Name: Biata

Surname: Mpoyi

ID number: 8808061195184

Date of birth: 06 August 1988

Marital status: Single

Address: 29 Parc Du Ville

Weltervreden Street

Bellville

7535

Home language: English

Other languages: Afrikaans, Swahilli

Health: Excellent

Contact: 0746950216

Email: [2932010@uwc.ac.za](mailto:2932010@uwc.ac.za) or mnellie4@gmail.com

**Educational background**

**Secondary education**

Highest grade passed: Grade 12

School: Knysna High School

Year of study: 2004-2008

**Tertiary education**

University: University of the Western Cape

Course: Bcom General

Major: Information System

Year of study: 3rd year

**Skills and competencies**

* Bcom General
* Strong aptitude for research and development.
* Excellent written and oral communication skills.
* Excellent presentation skills.

**Work Experience**

Position: Waitress

Company: Panarottiss Knysna

Period : 2005 to 2008

Manager: Mandy Brown

Contact details: 0795708515

Position: Hostess

Company: Table Bay Hotel

Period : November 2011 to May 2012

Supervisor: Zuliaga

Contact details: 0760841090