

House No 1800  
Chinzanga Township  
Mutoko

Human Resource Manager

Dear Sir/ Madam

RE: Application letter for IT related internship

I am a Software Engineering student at Harare Institute of Technology undertaking undergraduate studies. Currently, I am in part 2.2 and I would like to apply for attachment at your organisation.

Attached below is my curriculum vitae which clearly outlines my skills and academic qualifications.

I thank you in anticipation

Yours sincerely

Takudzwa Ganda

## CURRICULUM VITAE

FOR

TAKUDZWA TREVOR

GANDA

Mobile: 0785201490/ 0717769970

Email: takuganda@mail.com

### PERSONAL DETAILS

NAME: Takudzwa Trevor Ganda

ID NUMBER: 50-2004412 T 50

GENDER: Male

DATE OF BIRTH: 12/09/01

MARITAL STATUS: Single

NATIONALITY: Zimbabwean

RELIGION: Christianity

LANGUAGES: English and Shona

### CAREER OBJECTIVES

To gain work experience in an environment where I can apply my educational knowledge in software engineering as well as in the business field.

### COMPUTER LITERACY AND TECHNICAL SKILLS

- Programming skills ( C, Java)
- Web Development

### SOFT SKILLS

- Good communication skills
- Adaptive to transformative technologies and business operations

- Ability to work under pressure and without supervision
- Team player
- Computer proficiency in Microsoft Word, Power Point and Excel

## **ACADEMIC PROFILE**

### **Ordinary level (ZIMSEC), 2017**

11 'O' Level passes: 9 As and 2 Bs

### **Advanced Level (ZIMSEC), 2019**

Mathematics A

Physics B

Chemistry B

## **BACHELOR OF TECHNOLOGY HONOURS DEGREE IN SOFTWARE ENGINEERING**

October 2020 - December 2020

Academic Year: 1 Semester: 1

Decision: PENDING

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
ISE1101	Principles of Programming Languages	2.1	P
ISE1102	Operating Systems	2.1	P
ISE1103	Fundamentals of Digital Electronics	2.1	P
ISE1105	Software Engineering Fundamentals	1	P
IST1101	Technical Communication Skills for Information Sciences	2.1	P
HIT1101	Technopreneurship I	1	P
ISE1104	Discrete Mathematics	1	P
ISE1106	Analogue Electronics for Computer Engineering	1	P

February 2021 - June 2021

Academic Year: 1 Semester: 2

Decision: PASS

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
IST1201	Ethics and Professionalism	2.1	P
HIT1201	Technopreneurship II	2.1	P

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
ISE1201	Visual Programming	1	P
ISE1202	Database Systems	2.1	P
ISE1203	Data Structures and Algorithms	2.1	P
ISE1204	Applied Statistics	2.1	P

September 2021-December 2021

Academic Year: 2 Semester: 1

Decision: PENDING

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
HIT2101	Technopreneurship III	2.1	P
ISE2101	Object Oriented Programming	2.1	P
ISE2102	Web Technologies	1	P
ISE2103	Data Communications and Networks	1	P
ISE2104	Research methods	1	P
ISE2105	Software Project Management	2.1	P
ISE2106	Requirements Engineering	2.1	P

## CERTIFICATE IN HIGHER AND TERTIARY EDUCATION(SOFTWARE ENGINEERING)

February 2021 - June 2021

Academic Year: 1 Semester: 2

Decision: PASS

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
TEC301	Research and Development Methodologies	Merit	P

September 2021-December 2021

Academic Year: 2 Semester: 1

Decision: PENDING

<b>Code</b>	<b>Course</b>	<b>Grade</b>	<b>Status</b>
TEC302	Teaching and Learning in Higher Education	Distinction	P

February 2022 - June 2022

Academic Year: 2 Semester: 2

Decision: PASS

Code	Course	Grade	Status
HIT2201	Technopreneurship IV	2.1	P
HIT0200	Product Development Project	1	P
ISE2201	Mobile Application Development	2.1	P
ISE2202	Software Architecture and Design	2.1	P
ISE2203	Computer Graphics	1	P
ISE2204	Computer Architecture and Organization	2.1	P

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References:

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