

Date November, 2023

Job Application or Cover Letter

Address - Addis Ababa

Tell - +251-963-00-4353

Email - hopeee1222@gmail.com

To: - _____

Subject: - Job Applying

Dear Sir/ Madam

First, I would like to express my appreciation to apply for the post your company is offering. I'm graduated from Admas University on Aug 5, 2023 G.C by awarding Bsc Degree in Computer Science. I am a highly motivated and versatile professional with a strong educational background in Graphics Design. And I am certified in a short term course in Communicative Language Skill from Kibur College.

My education combined with previous internship experience has given me a great foundation of knowledge and skill. I learn new technologies quickly and apply those abilities to improve the work I do. Additionally, I am good at marketing and advertising, customer service and communication skill.

I am sure that you will find me a dependable staff of your institution with untapped potential and full of interest. I know that you are busy in your office. In spite of this, you intend to review my letter. So, I would like to thankworthy you for your contribution. I look forward to hear your response. Thank you for your precious time and consideration.

Yours, Sincerely

Mr. Tesfamichael Shimeles

CURRICULUM VITAE (CV)

PERSONAL INFORMATION

- Name: Tesfamichael Shimeles
- Sex: Male
- Date of birth: 25, August, 2000
- Place of birth: Addis Ababa, Ethiopia
- Nationality: Ethiopian
- Marital status: Single
- Address: Cell phone no: +251-963-00-4353
- E-mail: hopeee1222@gmail.com
- LinkedIn Profile - [linkedin.com/in/tesfamichael-shimeles59ba54285](https://www.linkedin.com/in/tesfamichael-shimeles59ba54285)

PERSONAL SKILLS

- Good communication skill
- Good self confidence
- Respect others working opinion.
- Time management
- Interested in getting new knowledge.
- Web Development
- Application Development
- Graphics Design
- Proficient in Microsoft office suit (Word, Excel, and PowerPoint).

Educational background

➤ Higher Education

- 2019 – 2023 Bachelor of science (Bsc) Degree in Computer Science from Admas University, in August 2023.

➤ High School Education and Preparatory Education

- Ayertena Primary and Secondary School

Education

➤ Admas University

- Bachelor's Degree in Computer Science **CGPA: 3.2.**

Technical skills

- Good knowledge in programming languages of PHP MYSQL, HTML, C++ and CSS.
- Good knowledge in Graphics Design.

Language Skills

- | Language | Reading | Writing | Speaking | Listening |
|----------|-----------|-----------|-----------|-----------|
| English | Excellent | Excellent | Excellent | Excellent |
| Amharic | Excellent | Excellent | Excellent | Excellent |

Experience

- Internship service in web development department from June - August 2022 in Ethiopian Intellectual Property Authority Organization (EIPAO), Addis Ababa, Ethiopia.
- Internship service in Graphics Design Department from June – August 2023 in Bole Publishing Company (For two months). I am proficient in using industry standard design software such as Adobe Photoshop, Illustrator, and InDesign.

Hobbies

- Listening music
- Watching tutorial videos and movies

Reference

1. MR. Welde Janfa

- Instructor - Admas University, Department of Computer Science
- Phone-+251-911-44-8404