

Cover letter

To:

Addis Ababa

Subject: job application for external vacancy

Dear Sir

It is due respect that I submit this application in requesting for the job that you have in your office/company.

I would like to assure you that if I get employed in your company, or office I will fully dedicate myself and commit to satisfy your organization entire needs. I am a conscientious person who works hard and pays attention to details. I am flexible, quick to pick up skills and eager to learn from others. I am keen to work for the organization with a great reputation.

I would be delighted to discuss any possible vacancy with you at your convenience or call on my phone number below. I would be grateful if you would keep my CV on file for any possibilities. Thank you for the time to consider my application and I look forward to hearing from you. For farther information about my educational background you can refer my CV and document attached with this application letters. I hope that your organization allows me to be part of your personnel staff and will be the valuable asset for your organization. Contact me any time convenient for you with the phone.

Curriculum Vitae

Personal Information

Name:	Yonas tesema adane
Residential Address(es):	Sub city: arada Woreda:07, House No. 105 Addis Ababa, Ethiopia
Telephone(s):	Mobile: 251-940-50-72-43
E-mail(s):	Yonastesema24@gmail
Nationality:	Ethiopian
Date of Birth:	March 22, 2012
Gender:	Male

Work Experience Summary

No work experience But I give a free service at school and at some maintenances shops	
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Education

Dates:	2018-2021
Title of qualification:	Information Technology (Hardware and Network Servicing)
Award:	TVET certificate (level 4)

Name of the School: Cpu Business and Information Technology College

Personal Skill and Competences

Language:

Mother Tongue: Amharic

Other Language: English

Self-Assessment

Reading	Speaking	Listening	Writing
Excellent	Good	Excellent	Good

Hobbies:

- Reading Books
- Watching Foot ball
- Listing Spiritual Songs

Thank you



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- school_certificate

**CPU Business & Information
Technology College**
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COLLEGE REGISTRAR

Date: September 6, 2021

TEMPORARY CERTIFICATE OF GRADUATION



This is to certify that

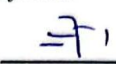
YONAS TESEMA ADANE

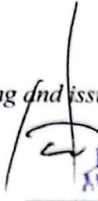
*has successfully completed his Level – 4 Technical Vocational
and Educational Training program from CPU BUSINESS AND
INFORMATION TECHNOLOGY COLLEGE specializing in*

Hardware and Network Servicing

on September 4, 2021

This Temporary Certificate has been given pending the printing and issuance of the actual Certificate.


**አወል በሽር
AWOL BESHIR
REGISTRAR**


**ቡሩ ደስታ ካሳይ
Baru Desta Kassaye
Academic Vice President**

CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM
INSTITUTIONAL ASSESSMENT RESULT

NAME OF THE TRAINEE: Yonas Tesema AdaneSECTOR: Information CommunicationsPROGRAM TITLE: IT Support ServiceADMISSION: RegularQUALIFICATION LEVEL: Level IVDATE OF START OF TRAINING: 2011 E.CDATE OF END OF TRAINING: 2013 E.CSEX: Male ID: RIT/1286/11Level I

Module Code	Competency	C	NYC
EIS ITS1 01	Connect Hardware Peripherals	C	
EIS ITS1 02	Install Software Application	C	
EIS ITS1 03	Record Client Support Requirements	C	
EIS ITS1 04	Protect Application or System Software	C	
EIS ITS1 05	Maintain Equipment and Software Inventory and Documentation	C	
EIS ITS1 06	Operate Personal Computer	C	
EIS ITS1 07	Apply Quality Standards	C	
EIS ITS1 08	Work with Others	C	
EIS ITS1 09	Receive and Respond to Workplace Communication	C	
EIS ITS1 10	Demonstrate Work Values	C	
EIS ITS1 11	Develop Understanding of Entrepreneurship	C	
EIS ITS1 12	Apply 5S Procedures	C	

C = Competent

NYC = Not Yet Competent

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AWOL BESHII
REGISTRAR

10 MAR 2022

Date of Issue

CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM
INSTITUTIONAL ASSESSMENT RESULT

NAME OF THE TRAINEE: Yonas Tesema AdaneSECTOR: Information CommunicationsPROGRAM TITLE: IT Support ServiceADMISSION: RegularQUALIFICATION LEVEL: Level IVDATE OF START OF TRAINING: 2011 E.CDATE OF END OF TRAINING: 2013 E.CSEX: Male ID: RIT/1286/11**Level II**

Module Code	Competency	C	NYC
EIS ITS2 01	Operate Database Application	C	
EIS ITS2 02	Update and Document Operational Procedures	C	
EIS ITS2 03	Administrate Network and Hardware Peripherals	C	
EIS ITS2 04	Care for Network and Computer	C	
EIS ITS2 05	Access and Use Internet	C	
EIS ITS2 06	Implement Hardware Maintenance Procedures	C	
EIS ITS2 07	Maintain Equipment and Consumables	C	
EIS ITS2 08	Apply Problem Solving Techniques to Routine Malfunction	C	
EIS ITS2 09	Participate In Work Place Communication	C	
EIS ITS2 10	Work In Team Environment	C	
EIS ITS2 11	Develop Business Practice	C	
EIS ITS2 12	Apply Continuous Improvement Processes(Kaizen)	C	

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Page 2 of 4

CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM
INSTITUTIONAL ASSESSMENT RESULT

NAME OF THE TRAINEE: Yonas Tesema AdaneSECTOR: Information CommunicationsPROGRAM TITLE: Hardware and Network ServicingADMISSION: RegularQUALIFICATION LEVEL: Level IVDATE OF START OF TRAINING: 2011 E.CDATE OF END OF TRAINING: 2013 E.CSEX: MaleID: RIT/1286/11Level III

Module Code	Competency	C	NYC
EIS HNS3 01	Gather Data on Business Requirements	C	
EIS HNS3 02	Determine Best-Fit Topology	C	
EIS HNS3 03	Configure and Administer Server	C	
EIS HNS3 04	Create Technical Documentation	C	
EIS HNS3 05	Monitor and Administer System and Network Security	C	
EIS HNS3 06	Provide First Level Remote Help Desk Support	C	
EIS HNS3 07	Identify and Resolve Network Problems	C	
EIS HNS3 08	Monitor Implementation of Work Plan /Activities	C	
EIS HNS3 09	Conduct / Facilitate User Training	C	
EIS HNS3 10	Apply Quality Control	C	
EIS HNS3 11	Lead Small Teams	C	
EIS HNS3 12	Lead Workplace Communication	C	
EIS HNS3 13	Improve Business practice	C	
EIS HNS3 14	Maintain Quality System & Continues Improvement	C	

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10 MAR 2022

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CPU College of Business and Information Technology
MIDDLE LEVEL TVET TRAINING PROGRAM
INSTITUTIONAL ASSESSMENT RESULT

NAME OF THE TRAINEE: Yonas Tesema AdaneSECTOR: Information CommunicationsPROGRAM TITLE: Hardware and Network ServicingADMISSION: RegularQUALIFICATION LEVEL: Level IVDATE OF START OF TRAINING: 2011 E.CDATE OF END OF TRAINING: 2013 E.CSEX: Male ID: RIT/1286/11Level IV

Module Code	Competency	C	NYC
EIS HNS4 01	Plan and Organize Work	C	
EIS HNS4 02	Assist with Policy Development for Client Support	C	
EIS HNS4 03	Build Internet Infrastructure	C	
EIS HNS4 04	Migrate to New Technology	C	
EIS HNS4 05	Determine Maintenance Strategy	C	
EIS HNS4 06	Establish Quality Standards	C	
EIS HNS4 07	Utilize Specialized Communication Skills	C	
EIS HNS4 08	Develop Teams and Individuals	C	
EIS HNS4 09	Management & Maintain Small Medium Business Operations	C	
EIS HNS4 10	Manage Continuous Improvement System	C	





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 REGISTRAR

10 MAR 2022

Date of Issue

	Federal Democratic Republic of Ethiopia Technical and Vocational Education and Training (TVET) Agency National Qualification Certificate		
is awarded to YONAS TESEMA ADANE			
for having demonstrated competence against the Ethiopian occupational standard for Hardware and Network Servicing			
		IV	
05-Dec-21		ENTOTO PTC	
Assessment Date:		Assessment Center:	
ICT HNS4-2021-2024-AA-C00166		05-Dec-21	
Certificate No:		Issued on:	
 Getachew Negash Director General		05-Dec-24	
Federal TVET Agency		Valid until:	
Code A:		Control: 3748047	
Center of Competence			
This National Qualification Certificate is issued under the Authority of Federal TVET Agency & Recognized within the National TVET Qualification Framework. For the details of the qualification, Please refer to the list of units of competence attached to this Certificate. This certificate is valid; if the preceding level of certificate /s is/ are presented			

	Federal Democratic Republic of Ethiopia Technical and Vocational Education and Training (TVET) Agency National Qualification Certificate		
is awarded to			
YONAS TESEMA ADANE			
for having demonstrated competence against the Ethiopian			
occupational standard for			
Hardware and Network Servicing			
Assessment Date: 26-Sep-21		Assessment Center: CPU COLLEGE	
Certificate No: ICT/MS3/20:1-2624-AA-C00206		Issued on: 26-Sep-21	
 Getachew Negash Director General Federal TVET Agency		 Fikiru Gebissa Valid until: 26-Sep-24 Center of Competence	
Code A:		Control: № 3727115	
<p>. This National Qualification Certificate is issued under the Authority of Federal TVET Agency & Recognized within the National TVET Qualification Framework.</p> <p>. For the details of the qualification, Please refer to the list of units of competence attached to this Certificate.</p> <p>. This certificate is valid; if the preceding level of certificate /s is/ are presented.</p>			

 Federal Democratic Republic of Ethiopia Technical and Vocational Education and training (TVET) Agency 	
National Qualification Certificate	
is awarded to	
YONAS TESEMA ADANE	
for having demonstrated competence against the Ethiopian Occupational Standard for	
Information Technology Support Service	Level: II
Assessment Date: 16-Feb-21 certificate No. ICT ITS2-2021-2024-AA-C00256	Assessment Center: CPU COLLEGE Issued on: 08-Mar-21 Valid until: 08-Mar-24
 ገታቤ ነጋሽ Getachew Negash የፌዴራል ትምህርትና ቴክኒካል ማህተም አገልግሎት አገልግሎት Federal TVET Agency Director General	 ፍቅሩ ገበየሁ ተገሰ Fikiru Gebissa Tarese በአዲስ አበባ ከተማ አስተዳደር የትምህርትና ማህተም አገልግሎት ቢሮ ማረጋገጫ ህብረት ማህተም አገልግሎት ት/አ/ቤት የፍትሕ ልማት Agency/Center of Competence
Code A:	Control: № 3030828
<ul style="list-style-type: none"> . This National Qualification Certificate is issued under the authority of Federal TVET Agency & recognized within the National TVET Qualifications Framework. . For the details of the Qualification, Please refer to the list of units of competence attached to this Certificate. . This certificate is Valid; if the preceding levels of certificate/s is/are presented 	


Federal Democratic Republic of Ethiopia
Technical and Vocational Education and training
(TVET) Agency


National Qualification Certificate

is awarded to

YONAS TESEMA ADANE

for having demonstrated competence against the Ethiopian
Occupational Standard for

Information Technology Support Service **Level: 1**

Assessment Date: 03-Sep-19 Assessment Center: ARADA MANU
 certificate No.: ICT ITS2-2019-2022-AA-C0072 Issued on: 03-Sep-19
 Valid until: 03-Sep-22


Getachew Negash
 Federal TVET Agency **Director General**


Gebissa Tariku
 Agency/Center of Competence

Code A: **Control: № 3042422**

• This National Qualification Certificate is issued under the authority of Federal TVET Agency & recognized within the National TVET Qualifications Framework.
 • For the details of the Qualification, Please refer to the list of units of competence attached to this Certificate.
 • This certificate is Valid; if the preceding levels of certificate/s is/are presented

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