

Application Letter

Date _____
From: _____
Mobile _____
wondmagegnarja@gmail.com

To: _____
Dear sir/Madam

Subject: Application for the vacancy position you have.

It is with a great pleasure that I am writing application letter to your highly recognized institution to show my interest. I have a **computer science degree** at Infolink College Hawassa since December 2020, which is one of the well-known private college in our country. I have diploma in information technology technician (ITT) from Hawassa TEVT college. During my stay in above college, I have gained all the necessary computers skills and maintenance.

Therefore, I believe that I can effectively carry out the main responsibilities mentioned in your vacancy announcement with full willingness. For more Information you are kindly requested to refer my personality and some contacts mentioned in the attached CV. Hopefully, I am waiting to get you kind response and hoping to hear from you at the earliest I remained!!!

With regard

Wondmagegn Arja

Curriculum vitae (CV)

1. Personal information

| | |
|------------------|--|
| • Full Name | WONDMAGEGN ARJA CHEFE |
| • Sex | Male |
| • Date of birth | 03/01/1981 E.C |
| • Place of birth | Hawassa |
| • Age | 32 |
| • Nationality | Ethiopian |
| • Marital Status | Married |
| • Address | +251916079212 or +251973514016 |
| • E-mail | wondmagegnarja@gmail.com wondyebest@gmail.com |

2. Educational Background

| Level of education | School/Institution | Academic year |
|--------------------|---|-----------------|
| B.Sc Degree | Infolink College, Hawassa | 2009 – 2012 E.C |
| Diploma | Hawassa TVET(Technical & vocational educational Training) | 2,000-2,002E.C |
| Secondary school | Hawassa tabor secondary School | 1997 – 1999E.C |
| Primary School | Hawassa Tabor Primary school | 1988-1996E.C |

3. Language Capabilities

| | Language type | Speaking | Reading | Writing | Listening |
|---|-------------------------|-----------|-----------|-----------|-----------|
| 1 | Amharic (mother tongue) | Excellent | Excellent | Excellent | Excellent |
| 2 | English | Excellent | Excellent | Excellent | Excellent |
| 3 | Wolaitigna | Good | Good | Good | Good |
| 4 | Sidamigna | Good | Good | Good | Good |

4. Experience: Eight(8) years of computer teaching experience at different private

School and one (1) year of experience as an ICT coordinator at

Down of hope Ethiopia Association Shashemene Branch.

5. Hobbies and Interest: Playing music instruments, Reading different types of Books, internet assessment, watching movies and Collegial refreshment as well.

6. Reference: Almazkebede, she is a director on Aleph Academy.

Phone: 0911335938/ 0462209097