COVER LETTER

Dear Sir/Madam

Application for Vacancy

I am writing this letter to apply for vacancy advertised. Please find copy of my CV attached.

I am eager to start immediately, and I am willing to do any job you see fit for me and fit my experience,

I would like to add that I have stated below in my CV that I was previously employed by two companies and once, so I therefore I feel that I am able to work under pressure and have time management skills.

Personal development obtained.

- Time management skill.
- Leadership skill.
- · Computer skill.
- Interpersonal skill
- · Able to work in group.
- Enjoying talking to people and help where I can assist and down to earth and willing to learn.
- I am a fast learner.

I would appreciate the opportunity to meet and discuss my qualifications; I am available at any moment's notice and available at any time. It would be an honor to stat my career with your company and I am confident that I will be asset to the company.

Yours faithfully



REPUBLIC OF SOUTH AFRICA NATIONAL IDENTITY CARD

Surname:
MOTHOAGAE
Namos:
TUMISO LUCKY
Sex:
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Nationality:
RSA
Identity Number.
9212065693081
Date of Birth:
06 DEC 1892
Countly of Birth:
RSA
Signature:
Signature:





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Tumiso Lucky Mothoagae

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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2010.

Chief Executive Officer







Council for Quality Assurance in General and Training South Africa



National Certificate (Vocational) Level 2

Office Administration Awarded to

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Vocational subjects:			70	1	
Business Practice Office Data Processing			.70 71	4	
Office Practice			63	. 3	
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Subject Statement (// National Certificate (Vocational)

Level 3

Office Administration

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	Mathematical Literacy 42	3	
	Life Orientation 56	4] - 4]	
	Vocational subjects:		
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	Office Data Processing 51	- 3	
	Office Practice 69	3	
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This subject statement is not a National Certificate (Vocational), but reflects the candidate has satisfied the promotion requirements.







Subject Statement National Certificate (Vocational)

Level 4

Office Administration

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This subject statement is not a National Certificate (Vocational), but reflects the candidate has satisfied the promotion requirements.



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CERTIFICATE OF COMPLETION

This certificate is presented to

TUMISO MOTHOAGAE

for successfully completed

SRC leadership enhancement session

from the 23th to 26th February 2015

Managing Director