

Metumo L. Kuumbwa
P.O Box 259
Ondangwa

9 September 2018

Namibia Diamond Trading Company (pty) Ltd
P O Box 23316
Windhoek

Dear Sir / Madam

RE: APPLICATION FOR A VACANCY: TRAINEE DIAMOND SORTERS

This letter serves to express my interest in the vacancy Trainee Diamond Sorters. I am a 26 years old female, Namibian citizen, recently completed an honours degree in Business Information Technology from The International University of Management.

I previously worked for Ministry of education in Ohangwena region as a grade 1 teacher from February-December 2017. I also worked as an IT assistant (intern) for the parliament of Namibia for two months between June and July 2016 where I was reporting to a senior Analyst Programmer and my duties involved system administration, helpdesk user support, database management and website development and maintenance. I was reporting to the senior Analyst programmer as part of my internship.

I also worked for Ohangwena Directorate of Education as an assistant to the IT technician where my duties were to ensure internet connectivity, computer hardware and software support, window, administration works, software installation and helpdesk. In addition to my experience and qualification, I enrolled for a CCNA Cisco certification with the University of Namibia (May – July 2018).

I am a hardworking lady with keen eye for details. Therefore it is with these reasons that I do consider myself as a potential candidate and I am absolutely confident that I will make a success of any opportunity granted.

I can be reached anytime via my mobile: 081 476 8346. Thank you for your time and consideration, I look forward to hearing from you.

Yours Faithfully

Metumo L. Kuumbwa

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