Bokamoso Jele

P O BOX 10026

Gaborone

Dear Sir/Madam

RE: APPLICATION FOR THE RECEIVING & ISSUING CLERK

I am applying for the above post, having worked for the private sector in retail and restaurants and with experience, knowledge, skills and competencies to support.

I qualify for this post because of the following reasons:

1. I am a well-rounded retail supervisor with (3) years of practicing experience.
2. I Hold an advanced certificate in Procurement and supply management from Botswana Accountancy College.
3. Have the right competencies that are important to the post, inter Analytical Thinking, Technical learning, Creativity, Customer Focus and Effective Communications. All these competencies have enhanced performance and service delivery.

Wherefore and given the foregoing, I will excel and perform as expected of me.

Kind regards

Bokamoso Jele