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08/06/2023.

DANVAS CAREER.

Dar es Salaam.

Dear Sir/Madame.

RE: APPLICATION FOR THE POSITION OF HUMAN RESOURCES MANAGER.

Refer to the heading above my names are Raphael P. SHIRIMA University graduate and a holder of bachelor degree of Law, which was acquired at the University of Dodoma, but also I attended a one year course on Legal practice at the Law school of Tanzania i did not complete it precisely due to some short comes on some subjects (Supplementary).

I worked as a Legal officer (intern) for 2 years at GEKC ATTORNEY'S located at Kumbukumbu Street, Kinondoni, Dar es Salaam, to which I believe that the knowledge I acquire there, will be of huge impact in making me to be able to adopt and work in any environment, with the required standard.

Among other things my obligations were such as follows.

1. Preparing of Legal Contracts.
2. Preparing of Legal Correspondents.
- 3.To perform any other activities assigned by my seniors.
4. Preparing To-Do list for the Future events.
5. Conducting Legal research on different Legal issues and providing recommendation if any to the given legal matter.
- 6.Preparing of transfer deeds
7. Preparing of deed polls.

Also I worked as Intern for 2 months from 04 May 2022-08 July 2022 at the Ministry of Land, Housing and Human Settlement, to the office of the Registrar of title, where the duty was such as follows.

1. To record the information for Certificate of title to the Ministry system for the purposes of official search.
2. To prepare transfer deeds.
3. To pre-check certificate of title for verification of information.
4. To stamp on certificate of title pending approval of the Registrar.
5. To fill in information on the stamped certificate of title.

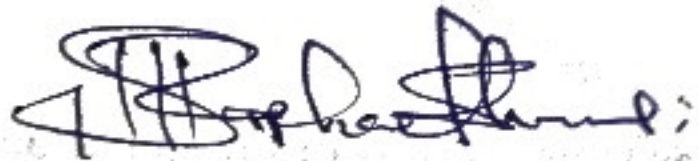
Thus from what I experienced on what I was doing it is my believe that i can handle any activity and any environment.

Furthermore it is my believe that working as team work is of big important in making easier for a job to be done and it gives chance for a person to learn more from other colleague.

Therefore , I am writing this letter to apply for the position of HUMAN RESOURCES MANAGER, to which it is my believe that I am fit to save into this position and it is my promise that I will adhere with the police of your Organization and i will save for the bigger success of this Organization.

Thus, It is my believe that my application will be put into consideration.

Sincerely.



RAPHAEL P. SHIRIMA.