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| P.O BOX 307  DAR ES SALAAM  30TH .AUGUST.2021    Dear sir/madam,  RE: APPLICATION FOR EMPLOYMENT  As the heading above is concerned. Your advertisement for some vacancies in your institution caught my eye, and as I appear to be a perfect match for this position I am eagerly applying for the vacancy. .  I am a Tanzanian citizen of age of 29 years old. As to my accomplishment, My education level is form six (6). I also attended a certificate training in computer and driving school (holding a class B-D driving licence). I request for any vacancy your respectful company may see fit as according to my education. I am sure I will be able to work effectively in your company. I am well positioned to join your company and make an immediate positive impression  My key areas of expertise include, but are not limited to the following; A solid background in Driving and receptionist. Possessing a convincing track record of Having a well deserved reputation for working in all conditions or pressure and eager to learn knew experiences. I believe that my skills, experience, and reputation for excellence can greatly enhance your company’s already impressive performance. I have a proven track record of responsibility, integrity and commitment to company objectives. I am comfortable working independently or as part of a team, and I firmly believe that your needs and my skills are an excellent match.  Enclosed is a copy of my CV. I have listed thereto my education level, skills, experience and three references .  Thank you for accepting and reading this letter, I hope you will take into consideration and I am looking forward to hear from you.  Yours sincerely, Mr Alex John Kapama |