



# Tshiwela Maiwashe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Dear Hiring Manager

I am submitting my Resume and this letter to express my interest in this job opportunity that is available at your department. My enclosed CV shows my background, education and experience which I have endured. I believe I would be challenged in this role but also to make a contribution.

I am Lynn Maiwashe completed my qualification in Diploma Public Relations 2018 at IIE Rosebank college. I am a graduate who desires to learn and gain more experience at your organisation. I was so excited when I saw this job opportunity and I am willing to join the team because I believe I will be a great asset to the company.

As a highly motivated and dedicated graduate with strong communication and Interpersonal skills I would like to apply for a job opportunity that is available at your company. To enable myself to prepare for my future.

During my studies I have learnt some skills that I can apply in the workplace, which are:

Communication Skills, writing skills, planning and organising, working with a team, sharing ideas among with a team, leading a group, being creative and I'm able to listen to other people, I don't take things personally whereby I'm able to separate my personal feelings and my professional feelings within the work environment. Creating awareness and planning events.

The nature of my coursework has already rendered me with a good exposure to my Computer skills which are MicrosoftWord, MicrosoftExcel, MicrosoftPowerpoint and MicrosoftOutlook. With that being said I am a quick graduate, good at following instructions and always keen to gain more knowledge and practice in the corporate world.

I strongly believe that my technical expertise in combination with a positive can-do attitude and willingness to learn and grow as an asset and be an ideal candidate and fore runner for this job opportunity, because I am confident and I believe in myself.

I found it suitable to please call me to communicate and I shall demonstrate my potential and show you what I'm capable of.

Yours Sincerely

Tshiwela Maiwashe

Preferred occupation

Administrative jobs

Preferred work location      Pretoria / Tshwane  
Gauteng

### Contacts and general information about me

Day of birth      1995-08-18 (29 years old)

Gender      Female

Residential location      Pretoria / Tshwane  
Gauteng

Telephone number      *Information is available only for registered users.*  
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### Additional information

Salary you wish      10000 R per month