MPHO MANAMELA

COVER LETTER

Dear hiring manager

As an active job seeker, I am confident in my passion for providing exceptional customer support.

Throughout my time as a student, I have honed my communication and problem solving skills while working with a diverse range of people. I take pride in my ability to listen attentively to people and provide tailored solutions to exceed their expectations.

I am dedicated into bringing accolades of satisfaction into the company and I am excited to bring the same level of commitment to your team.

I believe I am the perfect candidate for this position

Thank you for considering my application and I look forward to hearing from you soon.

Kind regards
Mpho Manamela

CONTACT ME

065 882 4044

Mphomanamela222@gmail.com

Hospital View, Tembisa

MPHO MANAMELA

WORK EXPERIENCE

Position: Sales Development Representative
Company: SA Telecoms
Term: July 2023-Present

EDUCATION

SPARTAN HIGH SCHOOL
National Senior Certificate: Higher Certificate

LANGUAGE

Advanced English
Native Sepedi

COMPUTER SKILLS

Text Processor
Spreadsheet
Slide Presentation

SKILLS

Strong organizational and time-management skills
Exceptional communication and interpersonal skills
Ability to work independently and as part of a team
Detail-oriented and able to handle multiple tasks simultaneously
Advanced computer literacy

ABOUT ME

I posses exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. I look forward to working on my first work experience.

CONTACT ME

065 882 4044
Mphomanamela222@gmail.com
Hospital View, Tembisa, 1632

REFERENCE:
Name: Bonolo Seakamela
Position:Sales Mana