

Name: Kefale Jabesa Ejeta
Cell phone: +251919561212
Email: kaffejabesa799@gmail.com

APPLICATION LETTER

To: Annotated Translations

Position: Afaan Oromoo translator

Dear Sir/Madam,

This is my application letter through which I cordially request the pleasure of your good option to give an employment opportunity in line with my qualification in your Organization.

I am graduated from Addis Ababa Science and Technology University (AASTU) with Bachelor of Science in electrical engineering (BSc) during my years of stay at the university, I have acquired all the necessary knowledge from my education . I thought strongly I'm good at **mathematics, afaan Oromoo and English** during my lower level academic education and and I'm excellent at writing Afaan Oromoo and can simply translate it to English within short period of time and from Afaan Oromoo to English and also from Afaan Oromoo to English, for example I have translated mobiles policy and privacy before with best format as its requirement and same format of its original .Besides, I am well organized, co-operating, and punctual and a strong stand against corruption and biases. I am effectively communicating with people through respecting individual differences and expressing my thoughts in a logical way. I have acquired all the necessary knowledge in coordinating a team work to accomplish a certain task. I am good at performing tasks on time, expressing what I understand, easily understand and using time properly.

Therefore if you give me the chance to join your esteemed organization, I would like to assure you that I will work to your contentment, fulfillment of your objective and my satisfaction indeed.

Looking forward to your favorable reply, I have enclosed my credentials with this letter.

Thank you in advance!

Sincerely: Kefale Jabesa Ejeta

KEFALE JABESA EJETA

Addis Ababa, Ethiopia

Email: kaffejabesa799@gmail.com Phone Number: [+251919561212](tel:+251919561212)

Summary of Qualifications

A new graduate of electrical engineering technology possessing a sound background in power system and power electronics, electrical machines, programming languages and basic communication and control systems with highly motivated, productive and customer focused team player with a strong problem solving, analytical, communication, professional, interpersonal, organizational plus detail thinker.

Education

Addis Ababa Science & Technology University (AASTU)	2015 – 2021
• BSc Degree in Electrical Engineering (Power Focus)	CGPA 3.41
Gida Ayana Preparatory School	2013 – 2015
• EUEEC: 444/700	
Gida Ayana Secondary School	2011–2013
• EGSEC: 3.71/4.00	
Gida Ayana Primary School	2009 – 2011
• Grade Eight (8) Result: Percentile 94.43, Average 66.	

Technical Skills

- Basic computer skills, MATLAB Software
- Microsoft Office (MS Word, Excel, PowerPoint, Internet web browser etc.)
- Power World, Homer Pro, Java, C++, Proteus simulation

Personal Skills

- Excellent written and verbal communication skills
- Can use properly in all language skills in English, Amharic, and Afan Oromo
- Ability to work independently or as part of a team
- Self-motivated and ability to motivate others

Internship Experience

Substation Operation and Control October 2019 – January 2020
Ethiopian Electric Power, Addis Ababa

- Co-operate with engineers to broaden engineering concepts and solve complex problems of power system
- Inspect a substation equipment's and then maintain them with colleagues
- Design and Simulation of substation transformer protection system using PIC microcontroller

Voluntary Experience

- Planting trees during summer, harvesting teff during rain is become problem of farmers around our university, participated in environment cleaning, helping others, and etc.

Reference

- Available upon request.