

COVER LETTER

Dear Hiring Manager,

Please accept my enclosed application for the YES ALUMNI program that opened up recently. I came across the vacant position online and I was delighted to find that my academic accomplishment meet the minimum requirements.

Currently I hold a National Senior Certificate (Matric), an N4 Certificate in Marketing Management & the YES4YOUTH completion certificate. The opportunity to join the program once again greatly interests me because I am committed to continuous growth, learning & applying my skills and experience in new and challenging roles. My positive attitude, work ethics and long-term goals align with the program requirements. I believe with my skills and education, I would make a valuable asset to your team.

Throughout my 2 years & 6 months as a Sales Consultant I have demonstrated the highest levels of service and commitment to the mission of the organization I have worked for. I am eager to learn more about how your organization can benefit from my contribution.

I thank you for your time and consideration and I look forward to hearing from you.

Regards,
Sizakele Hlongwane

SIZAKELE HLONGWANE

Personal Information

Email: siza21@icloud.com	Cell: 0823362995	City / Town: Johannesburg
DOB: 2001-05-21	Gender: Female	Home Language: IsiZulu

Education

MHJ Secondary School

National Senior Certificate

2014 - 2018

Status: Completed

Major Courses Completed:

English

Afrikaans

Economics

Business Studies

Life Orientation

Accounting

The Graduate Institute Of South Africa

N4 - Marketing Management

2019 - 2020

Status: Completed

Major Courses Completed:

Sales

Marketing Management

Marketing Research

Computer Practice

Entrepreneurial & Business Management

Communication

Work Experience

Sales Consultant @ **Reach For A Dream Foundation**

2021 - 2023

- Fundraising
 - Sales Reports
 - Problem-solving
 - Lead Generating
 - Keeping track of sales quotas
 - Customer Service
 - Managing large number of calls daily
 - Processing orders
 - Administration
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Skills

- Ability to learn & apply knowledge
 - Target Driven
 - Persuasive
 - Interpersonal Skills
 - Multi-tasking
 - Computer Proficient
 - Admin
 - Adaptability
 - Microsoft Proficient
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Awards/Achievements

2022 - Quality Work Experience Program : **YES4YOUTH**

Portfolio/Online profile

Linkedin : <https://www.linkedin.com/in/sizakele-hlongwane-908...>

References

Natalie Lazaris

Business Head

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Tel/Cell: 0827215004
