

Application Letter

Date_____

ANELAY NEGUSSE DEGWALLE

Cell phone: +251946974641

+251934539969

TO:_____

Position:_____

Subject: Application for job in your vacancy

This is to apply for vacancy that I may employ in your institution. I am graduated from **Injibara University, B.A degree of Accounting And Finance with 3.96 CGPA** on July 21 2021G.C.

I have the greatest interest to join in your organization at any position for which my academic back ground is relevant. I have good commitment to serve workers and staff members to whom your organization renders service without considering working time, knowledge and space.

During my stay in a campus, I took various courses that are equipped me with profound knowledge that will be expected from me delinquently. If I will get the opportunity to work in your organization, I will do my best to execute responsibilities expected from me for the achievement of organization goal.

I sincerely hope that you will let me know the response soon. For more information curriculum vitae (CV) and other relevant information are attached here. Thank you in advance for considering my application.

Yours sencerely

Anelay Negusse

CURRICULUM VITAE (CV)

1..PERSONAL BACKGROUND

Name:- Anelay Negusse Degwalle

- SEX :- male
- Date of birth :- January 26 1999 G.C
- Place of birth :- Dejen, Ethiopia
- Marital status :- single
- Nationality :- Ethiopian
- Current address:- debre Markos
- Heath condition :- Excellent
- Phone :- +251946974641 & +251934539969
- E.mail:- anel14856@gmail.com

2. EDUCATIONAL BACKGROUND

Educational level	Name of school/institution	Date /YY	Academic Qualification
Primary	Getem primary schools	2011 – 2014	Primary school leaving certificate
secondary	Gubaya secondary and preparatory school	2015 – 2016	General secondary education certificate
Preparatory	Gojjam ber secondary and preparatory school	2017– 2018	University entrance examination certificate
Higher education	Injibara University	2019 – 2021	B.A degree in Accounting and Finance

3. Qualification

- ✓ B.A degree in accounting and finance from Injbara university with great distinction
- ✓ CGPA:- 3.96

4. Documents/ Certificates

- ✓ Temporary certificate in degree program of **Accounting and finance from injibara university**
- ✓ Completion certificat of Peachtree accounting application software .

- ✓ Participation certificate in **Ethics and Anti-Corruption club** from Injibara University.
- ✓ Recognition Certificate with great score promoted
- ✓ Active participation certificate from my teacher's

5. LANGUAGE SKILL

Language	Speaking	Reading	Writing	Listening
Amharic	Native	Native	Native	Native
English	Advanced	Advanced	Advanced	Advanced

6. Additional skill

- Peachtree accounting application software skill
- Communication skill
- Self management skill
- Organization and planning skill
- Motivation and initiative skill
- Team work skill

7. Strength :-

- Ethical
- Hardworking
- Punctual
- Honest
- vision for growth
- self-confident
- Ability to work with others.
- positive approach

8. Personal skill

- ✓ I am healthy and capable of any type of work, disciplined and patient
- ✓ Excellent relation with everyone and also free from any addiction

9. Hobbies

- Conducting researches and new investigation
- Reading book and scientific journal related to my profession
- Update my thought as per technology change
- Upgrade my educational status
- Visiting historical places
- Helping people in need

10. Reference:

- ✓ **Mr. Ayitenew Temesgen** Head, Department of Accounting and finance .

Phone NO:- +251912846636

