Lerato Mokoena
071 234 5678 | lerato.mokoena@email.com
Mamelodi, Pretoria

13 August 2026

Ikusasa Skills Solutions
Learnership Recruitment Coordinator
Pretoria

Subject: Application for Business Administration learnership (Ref: BA-LS-2026/09)

Dear Learnership Recruitment Coordinator,

I am applying for the Business Administration learnership (Ref: BA-LS-2026/09) advertised on your social media page. I meet the minimum requirements, including a National Senior Certificate and basic computer skills (MS Word and email). I am based in Mamelodi and can travel to Pretoria CBD for training and workplace placement.

I am interested in administration because I enjoy organising information and supporting a team so that work runs smoothly. In 2025, I completed a school-based project where I was responsible for capturing survey responses into a spreadsheet, checking for missing information, and submitting the final file on time. I also assisted at my local church office on weekends, where I answered calls, filed documents, and helped people complete forms. These experiences strengthened my attention to detail, communication skills, and confidence using a computer.

I am dependable and willing to learn, and I understand that a learnership requires consistent attendance, professional behaviour, and meeting deadlines. I would appreciate the opportunity to be considered for an assessment or interview. I can start immediately and can be contacted on 071 234 5678 or lerato.mokoena@email.com.

Kind regards,
Lerato Mokoena

Attachments:
CV
Certified copy of ID
Certified copy of NSC certificate

Free template from cvhub.co.za - build and share your CV for free