

Maggie Dimakatso Mogashoa

Anaboom street,Ebony Park Midrand Gauteng 1683

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08/12/2025

Hiring Manager
Sasol Learnership Programme
50 Katherine St, Wierda Valley,Sandton 2196

Dear Hiring Manager,

Re: Application for Administration Learnership at Sasol

I am writing to express my interest in the Administration Learnership opportunity at Sasol as advertised. As a motivated and detail-oriented individual with a passion for administrative work and a strong desire to grow within a dynamic company, I believe I would be a valuable addition to your learnership programme.

I have recently completed my Archives and Records Management and BA information Science and languages, where I developed solid communication, organisational, and computer literacy skills. During my studies, I became proficient in Microsoft Office Suite, Excel, Word, Power Point, etc and I am eager to apply these skills in a professional environment.

I am particularly drawn to Sasol's commitment to innovation, sustainability, and skills development. I am excited about the opportunity to learn from experienced professionals, gain practical experience, and contribute to the company's administrative functions while continuing to grow both personally and professionally.

I am a fast learner, a team player, and highly motivated to take on new challenges. I am confident that my positive attitude and willingness to learn will make me a good fit for this learnership.

Thank you for considering my application. I would appreciate the opportunity to further discuss how I can contribute to Sasol's goals. I am available for an interview at your convenience.

Yours sincerely,
Maggie Mogashoa

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Eskom(Megawatt Park)** 01/09/2024 - 31/08/2025
Clerk
 - Sending daily and weekly reports
 - Overseeing and manage administrative tasks
 - Compiling weekly and monthly reports.
 - Assisting in the preparation of presentations and also meetings.
 - Coordinate schedules and also managing correspondence for line managers and Snr Advisors
 - Facilitating communication between departments to streamline operations.
 - Maintaining an organized office environment, also ensuring all documentation is accurately led and also readily accessible
 - Sending emails and answering phone calls

Education

- **HWITI HIGH SCHOOL** 2014
Grade 12
- **UNIVERSITY OF SOUTH AFRICA** 2022
HC: ARCHIEVE AND RECORD MANAGEMENT
- **UNIVERSITY OF SOUTH AFRICA** 2025
BA INFORMATION SCIENCE AND LANGUAGES

Skills

- Excellent computer skills
- Communication skills
- Attention to detail
- administrative skill
- Organizational skills
- Time Management
- Ability to manage time efficiently
- Excellent typing skills.
- Research ability to verify the source document

Reference

- **Revive Mkansi - Eskom**
Snr Manager
nkunar@eskom.co.za
011 871 3710
- **Jacky Aphane - Eskom**
Snr Advisor
aphanej@eskom.co.za
0132959276
- **Tesaa Sibeko - Eskom**
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