



Re: Application for a Graduate Internship / Entry-Level Position

Bachelor of Political Science & International Studies, University of Pretoria

Dear Hiring Manager,

I am writing to apply for a **graduate internship or entry-level position** with your organisation. I recently completed my **Bachelor of Political Science and International Studies at the University of Pretoria**, majoring in International Relations, Political Science and Sociology, and I am eager to begin my career in a professional environment where I can learn, contribute and grow.

Although I am at the start of my working life, I have prepared myself well for the workplace:

- I completed the University of Pretoria's **Ready for Work programme** in September 2026, earning five certificates that prepared me for internships and professional conduct in the workplace.
- I hold a **120-hour TEFL certificate** (Teaching English as a Foreign Language), which strengthened my communication, presenting and planning skills, and taught me to adapt to different people and learning styles.
- My degree developed strong **research, analytical and writing skills**, along with confident presentation of ideas and the discipline to manage deadlines and workloads.

I communicate fluently in **English, isiZulu and siSwati**, and I am comfortable using Microsoft Word, PowerPoint and Excel. I am reliable, organised and genuinely eager to learn, and I take pride in doing every task carefully and professionally. I would bring energy, a positive attitude and a strong willingness to take on new responsibilities.

Thank you for considering my application. My CV follows, and I would welcome the opportunity to meet with you and discuss how I can contribute to your team.

Yours sincerely,

Nokukhanya Lizi Hlophe

079 078 9248 · lizziehlophe@gmail.com



NOKUKHANYA LIZI HLOPHE

Political Science & International Studies Graduate · TEFL Certified

PROFILE

Motivated and dependable **Political Science and International Studies graduate** from the University of Pretoria, with a strong foundation in research, writing and analysis. TEFL certified to teach English, with excellent written and spoken communication in English, isiZulu and siSwati. Confident presenting ideas, comfortable with Microsoft Office, and quick to learn. I am looking for a graduate internship, learnership or entry-level role where I can contribute, learn from experienced professionals and grow my career.

EDUCATION

- Bachelor of Political Science and International Studies** **2022 – 2024**
University of Pretoria
International Relations Political Science Sociology
- National Senior Certificate (Matric)** **2013 – 2017**
Sigqamise High School
isiZulu HL English FAL Economics Business Studies
Mathematical Literacy

CERTIFICATES & TRAINING

- Ready for Work Programme** **SEP 2026**
University of Pretoria · 5 certificates
 - Work-readiness training that prepares graduates for internships and the workplace
- TEFL Certificate: Teaching English as a Foreign Language** **120 HOURS**
Online teaching qualification
 - Trained to plan lessons and teach English to non-native speakers online
 - Built skills in clear communication, presenting, patience and adapting to different learners

WHAT I BRING

- Research and analysis:** gathering, evaluating and summarising information from academic study
- Writing:** clear, well-structured reports, essays and written communication
- Presenting:** confident sharing of ideas with groups, both in person and online
- Organisation:** managing deadlines and workloads throughout a three-year degree
- Cultural awareness:** understanding of global and local issues from International Relations and Sociology

CONTACT

MOBILE
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linkedin.com/in/
nokukhanya-
hlophe-920364283

LANGUAGES

isiZulu Fluent

English Fluent

siSwati Fluent

SKILLS

- Research & report writing
- MS Word, PowerPoint & Excel
- Presentations
- Written & verbal communication
- Time management
- Teaching English (TEFL)

STRENGTHS

Eager to learn Reliable
Interpersonal skills
Organised Adaptable
Team player Professional

REFERENCE

Mr R.S. Mlotshwa
simor@webmail.co.za
073 021 0952