

Beatrix Mine Learnership Updated Version

Beatrix Mine Learnership: An In-Depth Overview

Beatrix Mine learnership represents a significant opportunity for aspiring professionals seeking practical training and skills development within South Africa's mining sector. Located in the Free State province, Beatrix Mine, operated by Sibanye-Stillwater, is one of the country's leading gold mines. The learnership program offers a structured pathway for learners to gain valuable hands-on experience, industry-recognized qualifications, and a potential gateway to long-term employment within the mining industry. This comprehensive guide delves into the details of the Beatrix Mine learnership, exploring its benefits, application process, requirements, and the broader significance for learners and the mining sector.

Understanding the Beatrix Mine Learnership Program

What is a Learnership?

A learnership is a work-based learning program that combines theoretical education with practical on-the-job training. It is designed to equip participants with specific skills aligned with industry needs, culminating in a nationally recognized qualification. In South Africa, learnerships are facilitated by Sector Education and Training Authorities (SETA), which coordinate various programs across industries, including mining.

The Purpose of the Beatrix Mine Learnership

The primary goal of the Beatrix Mine learnership is to develop competent, skilled workers who can contribute effectively to the mining operations. It aims to:

- Address skills shortages within the mining sector
- Provide unemployed youth with access to formal training and employment pathways
- Enhance safety, productivity, and operational efficiency at Beatrix Mine
- Support government initiatives aimed at economic development and youth empowerment

Key Features of the Beatrix Mine Learnership Program

Structured Training and Practical Experience

Participants undergo a combination of classroom instruction and practical training. The program

typically spans 12 to 24 months, depending on the specific discipline. Learners are placed in real mining environments, gaining firsthand experience under the supervision of experienced professionals.

Industry-Recognized Qualifications

Upon successful completion, participants receive a nationally accredited qualification, such as a National Certificate in Mining or related fields. These qualifications enhance employability and serve as a foundation for further career development.

Mentorship and Support

Learners are supported by mentors and trainers throughout the program. This support system ensures learners can navigate challenges, acquire skills effectively, and receive guidance on career progression.

Disciplines and Areas Covered in the Learnership

The Beatrix Mine learnership offers training in various disciplines relevant to mining operations. Common areas include:

- Mining Operations
- Plant and Equipment Maintenance
- Blasting and Explosives
- Health and Safety Procedures
- Load and Haul Operations
- Environmental Management
- Electrical and Mechanical Engineering

Participants can select a discipline aligned with their interests and career goals, ensuring targeted skill development.

Application Process for Beatrix Mine Learnership

Eligibility Criteria

Candidates interested in applying for the learnership program should meet specific criteria, which typically include:

- South African citizenship
- Matriculation certificate or equivalent qualification
- Age between 18 and 35 years
- Basic literacy and numeracy skills
- Physical fitness suitable for mining work
- Clean criminal record

How to Apply

Applicants can follow these steps to apply:

- Monitor official announcements from Sibanye-Stillwater or Beatrix Mine for upcoming learnership opportunities
- Prepare necessary documents, including CV, ID copy, matric certificate, and any relevant certifications
- Complete the application form, which is often available online or at local community centers
- Submit applications within the specified deadline
- Attend interviews or assessments if shortlisted

Selection Process

The selection process involves:

- Screening of applications for eligibility
- Shortlisting candidates based on criteria and qualifications
- Written tests or interviews to assess aptitude and motivation
- Medical examinations to ensure fitness for mining work
- Final selection and onboarding of successful candidates

Benefits of Participating in the Beatrix Mine Learnership

Skills Development and Qualification

Participants gain practical, industry-relevant skills that improve their employability. The qualification obtained can serve as a stepping stone for further education and career advancement.

Employment Opportunities

Many learnership graduates secure permanent positions at Beatrix Mine or other mining operations.

The program often acts as a pipeline for employment, with successful learners being prioritized for vacancies.

Financial and Personal Growth

While participating in the program, learners receive stipends or allowances, supporting their living expenses. This financial support allows learners to focus fully on their training.

Contributing to Community and Economic Development

By participating in the learnership, young people contribute to local economic growth, skills development, and community upliftment, aligning with national development goals.

Challenges and Considerations

While the Beatrix Mine learnership presents numerous opportunities, potential challenges include:

- Limited availability of positions, leading to high competition
- Stringent eligibility and selection criteria
- The demanding nature of mining work, requiring physical endurance
- Potential for relocation or commuting to the mine site
- Need for continuous skills upgrading and further education post-learnership

Prospective applicants should weigh these factors and prepare thoroughly to increase their chances of success.

The Broader Impact of Beatrix Mine Learnerships

Addressing Skills Shortages

The learnership program plays a vital role in mitigating skills shortages within the mining sector by equipping youth with industry-specific competencies.

Promoting Youth Employment and Empowerment

By providing structured training pathways, the program empowers unemployed youth, fostering self-sufficiency and socio-economic upliftment.

Supporting Sustainable Mining Practices

Well-trained workers contribute to safer, more efficient, and environmentally responsible mining operations, supporting sustainability goals.

Conclusion

The **Beatrix Mine learnership** is more than just a training program; it is a vital initiative that bridges the gap between education and employment in South Africa's mining industry. It offers practical skills, industry recognition, and employment opportunities to young South Africans eager to build careers in mining. Success in the program can lead to long-term employment, career advancement, and personal development, making it a valuable pathway for those passionate about contributing to South Africa's rich mining sector. Aspiring learners are encouraged to stay informed about upcoming opportunities, prepare adequately, and seize this chance to shape their futures within one of the country's most prominent industries.

Beatrix Mine Learnership: A Comprehensive Guide to Opportunities in the Mining Sector

The Beatrix Mine learnership program stands out as a premier opportunity for aspiring miners and industry enthusiasts seeking practical experience and professional development within South Africa's vibrant mining sector. Known for its rich history and significant contribution to the country's economy, Beatrix Mine offers more than just employment; it provides a pathway to skills acquisition, career growth, and meaningful contribution to the mining industry.

What Is a Beatrix Mine Learnership?

A learnership at Beatrix Mine is a structured training program that combines theoretical knowledge with practical on-the-job experience. It is designed to equip participants with essential skills and qualifications that are recognized nationally and internationally. These programs are typically offered by mining companies in partnership with accredited training institutions, aiming to bridge the gap between education and employment.

Beatrix Mine, operated by Sibanye-Stillwater, one of South Africa's leading mining companies, offers a variety of learnerships primarily focused on the gold mining sector. These programs are tailored for young unemployed individuals, skilled workers seeking formal qualifications, or those interested in advancing their careers within the mining industry.

Why Choose a Beatrix Mine Learnership?

Opting for a learnership at Beatrix Mine offers numerous benefits:

- **Practical Experience:** Participants gain hands-on exposure in a working mine environment,

enhancing their skills and understanding of mining operations.

- Accredited Qualifications: Completion results in a nationally recognized qualification, opening doors to further career advancement.
- Networking Opportunities: Learners interact with industry professionals, creating valuable connections that can facilitate future employment.
- Potential Employment: Successful learners often have the chance to secure permanent positions within the company post-program.
- Personal Development: The program fosters discipline, teamwork, safety consciousness, and problem-solving skills vital in high-risk environments like mining.

Types of Beatrix Mine Learnerships Available

Beatrix Mine offers a variety of learnership programs tailored to different roles within the mining industry. Some of the most common include:

- Mining Operations Learnerships

Focus on core mining activities such as excavation, blasting, and ore processing.

- Engineering Learnerships

Cover disciplines like Mechanical, Electrical, and Civil Engineering, essential for maintaining mining infrastructure.

- Safety and Environmental Learnerships

Emphasize occupational health and safety, environmental management, and compliance with regulations.

- Electrical and Mechanical Artisan Learnerships

Prepare learners for artisan trades, leading to certifications as electricians, fitters, or millwrights.

How to Apply for a Beatrix Mine Learnership

Applying for a Beatrix Mine learnership involves several steps:

- Monitor Official Announcements: Stay updated through the Sibanye-Stillwater careers page, government job portals, or reputable job boards announcing new learnership opportunities.

- Check Eligibility Criteria: Usually, applicants must be between 18-35 years old, unemployed, and hold relevant educational qualifications such as a grade 12 certificate or technical diplomas.

- Prepare Necessary Documents:

- Valid ID or birth certificate
- Matric certificate or relevant qualification
- Curriculum Vitae (CV)
- Motivational letter (if required)
- Any additional certifications (e.g., First Aid, Safety courses)

- Complete the Application Form: Submit online or physical applications as per the instructions provided in the announcement.

- Attend Assessments and Interviews: Shortlisted candidates may be invited to participate in assessments or interviews to evaluate their suitability.

- Await Notification: Successful applicants will receive an offer letter and further instructions on the program start date.

Eligibility Criteria for Beatrix Mine Learnerships

While specific requirements may vary per program, general eligibility criteria include:

- South African citizen
- Between 18 and 35 years old
- Matric or equivalent qualification
- Unemployed and actively seeking work
- Willingness to undergo training and adhere to safety protocols
- Good health and physically capable of performing mining activities

What to Expect During the Learnership

Once accepted, learners can anticipate the following:

- **Structured Training Schedule:** Usually spanning 12 to 24 months, combining classroom instruction with on-site practical training.
- **Mentorship:** Experienced professionals guide learners throughout the program.
- **Assessment and Evaluation:** Regular testing to ensure skill acquisition and understanding.
- **Safety Training:** Comprehensive modules on mine safety, hazard management, and emergency procedures.
- **Certification:** Upon successful completion, learners receive certifications that qualify them for specific roles within the industry.

Career Pathways Post-Learnership

Completing a Beatrix Mine learnership opens diverse career pathways, including:

- **Entry-Level Mining Roles:** Such as dump truck operator, blaster, or general worker.
- **Skilled Artisan Positions:** Electrician, fitter, boilermaker, or millwright.
- **Technical and Engineering Roles:** Mining engineers, safety officers, environmental specialists.
- **Supervisory and Management Positions:** With further experience and additional qualifications.

Many learners leverage their learnership experience to secure permanent roles within Sibanye-Stillwater or other mining companies, contributing to the growth and sustainability of their careers.

Challenges and Tips for Applicants

While learnerships are excellent opportunities, applicants should be aware of potential challenges:

- **Competitive Selection Process:** Many qualified candidates vie for limited positions.
- **Rigorous Safety Standards:** High emphasis on safety may require a strong commitment to discipline.
- **Physical Demands:** The mining environment can be physically demanding and sometimes challenging.

Tips for Success:

- Prepare Well: Gather all required documents and ensure your qualifications are up to date.
- Research the Company: Understand Sibanye-Stillwater's values and operational standards.
- Show Enthusiasm: Demonstrate genuine interest and commitment during interviews.
- Maintain Good Health: Be physically fit and healthy to meet the demands of the training and job.

Conclusion

The Beatrix Mine learnership program offers a vital opportunity for young South Africans to enter the mining industry with industry-recognized skills and qualifications. It serves as a launchpad for sustainable careers in one of the country's most vital sectors, fostering skills development, economic empowerment, and community upliftment. Aspiring candidates are encouraged to stay informed about upcoming opportunities, prepare thoroughly, and seize the chance to build a bright future within the dynamic world of mining.

Start your journey today by exploring available Beatrix Mine learnerships and taking the first step towards a rewarding career in mining!

Question What is the Beatrix Mine Learnership program? The Beatrix Mine Learnership program is a training initiative offered by Sibanye-Stillwater, aimed at providing practical skills and work experience in the mining industry to unemployed youth in the Free State region. **Who is eligible to apply for the Beatrix Mine Learnership?** Applicants must typically be unemployed youth between the ages of 18 and 35, hold a relevant qualification or NQF level certificate in mining-related fields, and meet specific health and safety requirements. **How can I apply for the Beatrix Mine Learnership?** Applications can usually be submitted online through the Sibanye-Stillwater careers portal or via designated recruitment agencies. It's important to regularly check their official website or local notices for application deadlines and requirements. **What are the benefits of participating in the Beatrix Mine Learnership?** Participants gain valuable hands-on experience in mining operations, earn a recognized qualification, and improve their employment prospects within the mining industry. **When does the next Beatrix Mine Learnership intake open?** The intake periods vary; interested applicants should monitor Sibanye-Stillwater's official communication channels or website for announcements regarding upcoming learnership opportunities and application deadlines.

Related keywords: Beatrix Mine, learnership program, mining learnerships, North West mining jobs, Beatrix Gold Mine, mineral processing learnership, mining training, Beatrix Mine careers, mining apprenticeships, South Africa mining opportunities

LEARNERSHIP COVER LETTER SAMPLE

Learnership Cover Letter Sample: Your Ultimate Guide to Crafting a Winning Application

When applying for a learnership program, your cover letter is your first opportunity to make a strong impression on potential employers. A well-crafted learnership cover letter sample can significantly increase your chances of securing an interview and ultimately, a position that aligns with your career aspirations. In this comprehensive guide, we will explore the essential components of an effective learnership cover letter, provide a detailed sample, and share tips to tailor your letter for maximum impact.

What Is a Learnership Cover Letter?

A learnership cover letter is a formal document that accompanies your CV or resume when applying for a learnership opportunity. It introduces you to the employer, highlights your skills and motivation, and explains why you are the ideal candidate for the program. Unlike a CV, which lists your qualifications and experience, the cover letter allows you to personalize your application and demonstrate your enthusiasm for the specific learnership.

Why Is a Cover Letter Important for Learnership Applications?

- First Impression: It sets the tone for your application and showcases your professionalism.
- Highlighting Motivation: Demonstrates your genuine interest in the learnership.
- Showcasing Fit: Explains how your skills, education, and goals align with the program.
- Differentiation: Helps you stand out from other candidates who may submit only a CV.

Key Components of a Learnership Cover Letter

To write an effective learnership cover letter, ensure it includes the following elements:

1. Contact Information

- Your full name
- Address
- Phone number
- Email address

2. Employer's Details

- Name of the hiring manager or department

- Company/organization name
- Address

3. Salutation

- Use a formal greeting such as "Dear Mr./Ms. [Last Name]" or "Dear Hiring Team," if the name is unknown.

4. Opening Paragraph

- State the specific learnership you are applying for.
- Mention how you learned about the opportunity.
- Express your enthusiasm and briefly introduce yourself.

5. Body Paragraph(s)

- Highlight your relevant education, skills, and qualities.
- Explain why you are interested in the learnership.
- Connect your background to the learnership requirements.
- Provide examples of relevant experiences or achievements.

6. Closing Paragraph

- Reiterate your interest.
- Express your eagerness to discuss your application further.
- Thank the employer for considering your application.
- Mention your availability for an interview.

7. Formal Sign-off

- Use a professional closing such as "Yours sincerely," or "Kind regards,"
- Include your full name and signature (if submitting a hard copy).

Sample Learnership Cover Letter

Below is a detailed sample that illustrates the key components discussed above:

``plaintext

Jane Doe

123 Main Street

Cityville, ZIP 45678

Phone: 012-345-6789

Email: [\[email protected\]](#)

Hiring Manager

ABC Manufacturing Ltd.

456 Industrial Road

Cityville, ZIP 45678

Dear Hiring Manager,

I am writing to express my interest in the Mechanical Engineering Learnership Program at ABC Manufacturing, as advertised on your company website. As a recent graduate with a National Diploma in Mechanical Engineering from Cityville Technical College, I am eager to apply my technical knowledge and passion for manufacturing in a practical setting. This learnership represents an excellent opportunity for me to develop my skills within a reputable organization like ABC Manufacturing.

During my studies, I gained foundational knowledge in mechanical design, thermodynamics, and manufacturing processes. I also completed a practical internship at XYZ Engineering, where I assisted in maintaining equipment, preparing technical reports, and collaborating with engineers on project tasks. This experience helped me develop problem-solving skills, attention to detail, and the ability to work effectively in team environments.

I am particularly drawn to ABC Manufacturing because of your commitment to innovation and quality. I am confident that my enthusiasm for engineering, combined with my willingness to learn and adapt, will make me a valuable addition to your team. I am eager to enhance my skills further and contribute to your company's success.

Thank you for considering my application. I would welcome the opportunity to discuss how my

background and interests align with your needs. I am available for an interview at your convenience and look forward to your response.

Yours sincerely,

Jane Doe

...

Tips for Writing an Effective Learnership Cover Letter

To maximize your chances of success, keep these tips in mind:

- **Research the Company:** Understand their values, projects, and what they look for in candidates.
- **Tailor Your Letter:** Customize your cover letter for each application to reflect the specific learnership and organization.
- **Highlight Relevant Skills:** Emphasize skills that match the learnership's requirements, such as teamwork, communication, or technical knowledge.
- **Show Enthusiasm:** Convey genuine interest in the program and your desire to grow within the industry.
- **Keep It Concise:** Aim for a clear, focused letter?ideally one page long.
- **Proofread:** Check for grammatical errors, typos, and formatting issues to present a professional image.

Common Mistakes to Avoid

- Using a generic template without personalization.
- Repeating information already in your CV.
- Focusing too much on what you want without showing how you can contribute.
- Including negative language or lack of enthusiasm.
- Ignoring the instructions or requirements specified in the learnership advert.

Conclusion

A compelling learnership cover letter sample can significantly influence your chances of securing a coveted placement. By understanding the key components, customizing your letter to the specific opportunity, and highlighting your relevant skills and motivation, you position yourself as a strong candidate. Remember to present yourself professionally, proofread thoroughly, and demonstrate

genuine enthusiasm for the learnership. With a well-crafted cover letter, you can take a major step toward launching your career in your chosen field.

If you need further assistance, consider consulting career services or professional writing resources to refine your cover letter. Good luck with your learnership application!

Learnership Cover Letter Sample: Your Ultimate Guide to Crafting an Effective Application

When it comes to securing a learnership opportunity, a compelling cover letter can make all the difference. It serves as your first impression, showcasing your motivation, skills, and suitability for the program. In this comprehensive guide, we will delve into the essential elements of a learnership cover letter sample, provide tips on what to include, and offer a detailed template to help you craft an outstanding application.

Understanding the Importance of a Cover Letter for Learnerships

A cover letter is more than just a formality; it's an opportunity to tell your story, highlight your strengths, and demonstrate your enthusiasm for the learnership position. Employers often receive many applications, and a well-written cover letter can help you stand out from the crowd.

Why is a Cover Letter Crucial?

- **Personalizes Your Application:** Unlike your CV, which lists your skills and experience, the cover letter offers context, explaining why you are interested and how you align with the program.
- **Showcases Your Communication Skills:** A clear, concise, and professional letter reflects your ability to communicate effectively.
- **Highlights Your Motivation and Commitment:** Employers value candidates who are genuinely eager to learn and grow within their organization.

Key Components of a Learnership Cover Letter Sample

A well-structured cover letter should include the following sections:

- **Header and Contact Information**

Include your contact details and the employer's address. Make sure your email address and phone number are professional.

- Salutation

Address the letter to a specific person whenever possible (e.g., "Dear Mr. Smith?"). If the name isn't available, "Dear Hiring Manager?" is acceptable.

- Introduction

- State the position you are applying for.
- Mention how you found out about the learnership opportunity.
- Express your enthusiasm early on.

- Body Paragraphs

- Highlight your educational background relevant to the learnership.
- Discuss your skills and qualities that make you a suitable candidate.
- Explain your motivation for applying and how the learnership aligns with your career goals.
- Provide examples of relevant experiences, even if limited, such as volunteer work or extracurricular activities.

- Closing Paragraph

- Reiterate your interest.
- Express your willingness to discuss your application further.
- Thank the employer for their consideration.

- Signature

End with a professional closing (e.g., "Sincerely,?") and your full name.

Tips for Writing an Effective Learnership Cover Letter

Tailor Your Letter for Each Application

Avoid generic letters. Customize each cover letter to match the specific learnership, highlighting how

your background aligns with the organization's goals.

Keep it Concise and Focused

Aim for a one-page letter. Be clear and to the point, avoiding unnecessary jargon or lengthy paragraphs.

Use a Professional Tone

Maintain formality and positivity throughout. Proofread carefully to avoid grammatical errors and typos.

Highlight Soft Skills and Attitudes

Employers value qualities such as eagerness to learn, adaptability, teamwork, and communication skills. Showcase these traits with concrete examples.

Incorporate Keywords

Many companies use applicant tracking systems (ATS). Use keywords from the learnership description to ensure your application passes initial screenings.

Sample Learnership Cover Letter

Below is a detailed sample to serve as a template. Remember to personalize it with your details and experiences.

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, Postal Code]

Dear [Mr./Ms. Last Name],

I am writing to express my interest in the [specific learnership program] at [Company Name], as advertised on [where you found the opportunity]. With a strong academic background in [your field or relevant subject], coupled with my enthusiasm for practical learning and professional development, I am eager to contribute to your team and gain valuable industry experience through this learnership.

Having recently completed my [qualification or degree], I have developed a solid foundation in [relevant skills or knowledge]. During my studies, I engaged in various projects that enhanced my abilities in [mention specific skills or tasks]. For example, [briefly describe an academic project or activity relevant to the learnership]. These experiences instilled in me a keen interest in [industry or field], motivating me to seek further practical exposure.

What attracts me particularly to this learnership is [mention specific aspects of the program or company that appeal to you], which aligns with my career ambitions of [state your career goals]. I am impressed by [Company's reputation, values, projects, or initiatives], and I believe that participating in your program will provide me with the essential skills, knowledge, and mentorship needed to thrive in this industry.

I am a highly motivated individual, eager to learn and adapt to new challenges. I possess strong communication and teamwork skills, demonstrated through [examples such as school group projects, volunteer work, or part-time employment]. I am confident that my proactive attitude and willingness to learn will make me a valuable addition to your learnership program.

I would welcome the opportunity to discuss how my background, skills, and enthusiasm can contribute to [Company Name]. Thank you for considering my application. I look forward to the possibility of joining your team and am available for an interview at your convenience.

Sincerely,

[Your Full Name]

Additional Advice for Your Cover Letter

Incorporate Your Unique Story

Share personal motivations or experiences that make you genuinely interested in the learnership. For example, overcoming challenges or a particular passion for the industry.

Highlight Your Willingness to Learn

Employers value candidates who show eagerness to grow professionally. Make sure this enthusiasm is evident.

Follow Up

If you haven't heard back within a couple of weeks, consider sending a polite follow-up email to reaffirm your interest.

Final Thoughts

A learnership cover letter sample serves as a vital tool in your job application arsenal. It bridges the gap between your CV and the employer's expectations, providing context and personality to your application. By understanding its key components, tailoring your message, and presenting yourself professionally, you significantly increase your chances of landing an interview and, ultimately, the learnership opportunity.

Remember, your cover letter is your personal pitch—make it count. Use the sample provided as a foundation, customize it to reflect your experiences and aspirations, and ensure it resonates with the specific learnership you are targeting. With dedication and attention to detail, you'll be well on your way to embarking on a successful professional journey through your chosen learnership program.

Question What should I include in a learnership cover letter sample? A learnership cover letter should include your personal details, the position you're applying for, a brief introduction, your relevant skills and experiences, your motivation for applying, and a closing statement expressing interest and gratitude. **Answer** How can I tailor my learnership cover letter to different industries? Customize your cover letter by highlighting industry-specific skills and experiences, using relevant terminology, and demonstrating your understanding of the company's goals and how you can contribute to them. What is the best way to start a learnership cover letter sample? Begin with a strong opening that states the position you're applying for, mentions how you learned about the opportunity, and briefly expresses your enthusiasm for the learnership. How long should a learnership cover letter be? Ideally, a learnership cover letter should be concise and focused, typically no longer than one page, usually around 3-4 paragraphs. Are there any common mistakes to avoid in a learnership cover letter? Yes, avoid generic templates, spelling and grammatical errors, lack of customization, overly casual language, and failing to demonstrate genuine interest in the learnership. Can I use a sample

learnership cover letter for multiple applications? While you can use a template as a starting point, it's important to personalize each cover letter for the specific learnership and company to make a strong impression. How do I highlight my skills effectively in a learnership cover letter sample? Focus on key skills relevant to the learnership, provide specific examples of how you've demonstrated these skills, and align them with the requirements listed in the job description. Is it necessary to include references in my learnership cover letter? References are usually provided separately in a CV or upon request. Your cover letter should focus on showcasing your suitability for the learnership. What tone should I use in a learnership cover letter sample? Use a professional, confident, and positive tone that reflects your enthusiasm for the opportunity and your readiness to learn and contribute. Where can I find learnership cover letter samples? You can find sample learnership cover letters on career websites, job portals, university career services, and professional networking platforms like LinkedIn, which often provide templates and guidance.

Related keywords: learnership application letter, cover letter template, internship cover letter, job application letter, sample cover letter for learnership, professional cover letter, cover letter format, how to write a cover letter, learnership resume tips, application letter examples

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