

MOTIVATIONAL LETTER FOR MISS LEON NATASHIA NGOMANE

Cell phone: +27 65 867 9918/ +27 76 640 3311

Email Address: ngomaneleon2@gmail.com

The Citizen

9 Wright Street

Industrial West

Johannesburg

+27 (0) 10 492 5281

Hendrip@citizen.co.za

09/08/2020

**REF: APPLICATION FOR EMPLOYMENT LIFESTYLE JOURNALIST ONLINE
&PRINT**

Human Resources Department

Dear Sir/ Madam

I am writing this letter to apply for the Lifestyle Journalist Online & Print position at The Citizen newspaper. My mentor, former political reporter at City Press Weekly Newspaper Hlengiwe Nhlabathi sent me this open vacancy to apply in your organisation.

I am extremely familiar with the work of The Citizen because I read daily news both on the print newspaper and the internet ever since I started studying journalism back in 2016. Moreover, I was very pleased to find out about this employment possibility, since I perceive your publication as one of the leading companies in the field of news reporting and journalism.

I believe that my strong educational background and extensive experience in the industry, I will make an appropriate candidate for the advertised position. As you can see in the enclosed resume, I have been working as an intern reporter with City Press Weekly Newspaper for a year. Since, my responsibilities and duties were quite similar to those required in the ad of your publication, I strongly believe I can perform well all the delegated duties and tasks.

On the previous posts I have been always receiving excellent feedback from my employers, which proves my strong commitment to perform my responsibilities in a professional and effective manner. I like to work in a team, but I am also comfortable working on my own. Furthermore I am a good communicator, accurate and goal oriented. Thanks to my experience in the journalism industry.

I perceive this employment opportunity as a significant advancement in my career, since The Citizen is the leading company in the field. I believe that working for The Citizen can be a good environment to show off my full potential and utilise my skills and knowledge. In that line I am looking forward to your call for an interview.

As requested I am enclosing my CV, where you can find detailed information on my experience and skills. References are available on request, or you can contact the reference persons listed below on your own. If you need additional information or documents, feel free to call me on +27 (0) 65 867 9918 or send me an e-mail on: ngomaneleon2@gmail.com

Yours faithfully,
Leon Natasha Ngomane

CURRICULUM VITAE OF LEON NATASHIA NGOMANE

645 NGUNGUNYANE STREET
WINNIE MANDELA
TEMBISA
1632

E-mail: ngomaneleon2@gmail.com
Contact No: +27 65 867 9918/ +27 76 640 3311
Blog: <https://leonngomane.wordpress.com>

PERSONAL PROFILE

Name:	Leon Natasha Ngomane
ID Number:	0004201521087
Availability:	Immediately
Nationality:	South African
Gender:	Female
Driver's License:	Code 8
Languages:	English Portuguese Xitsonga IsiZulu SiSwati Sepedi

OBJECTIVE

I'm a goal driven person and I can meet strict deadlines. Seeking to apply my analytic skills as an innovative journalist. I possess good communication skills, I consist of interpersonal interaction on a one-on-one meeting, telephone calls and networking that engage with prospects and potential personnel. I have a Diploma in Journalism and Media Studies.

However, I have been in the industry for over three years now; showcasing my skills as a journalist, writer, photographer or reporter. Honestly, I have this wide love for lifestyle and entertainment topics, I always research about things that impact people's lives. I possess the great understanding of how to operate online systems.

EDUCATION

IIE Rosebank College, Pretoria; Gauteng
From 2016 - 2018
Diploma in Journalism

Tembisa Secondary School, Gauteng
From 2011 – 2015
Obtained Bachelor's Degree

University of South Africa (UNISA)
From 2020 – in progress
Bachelors of LAW

Professional Skills

- **Communication** – I possess both verbal and written communication and listening skills. I strive for clarity, concision and concentration; by always delivering accurate message for the audience and listen to their views.
- **Leadership** – I led a lot of group in my life with good results at the end.
- **Problem solving** – Being a leader comes with a lot of problem solving. I am sure that I did a good job with that, because I can approach problems with a different angle.
- **Ability to work under pressure** – I can keep calm in a crisis and not become too overwhelmed or stresses.
- **Confidence** – I balance my confidence, I am not arrogant though. My confidence is contagious to my fellow colleagues and the publication as a whole.
- **Writing Skills** – was a writer at City Press; writing political articles.
Communication skills – Able to engage either with a group of people or an individual. Possess interpersonal communication skills.
- **Interpersonal communication skills** – Communicate well with professionals in the media industry.
- **Management skills** – I am a Co-founder and a treasurer at an NGO organisation (Bringing Hope Foundation) that I am running with my partner. I'm also a co-founder of an upcoming entertainment magazine called TRENLEX.
- **Presenting skills** – I'm able to speak in front of a camera with hesitation. I can address a large audience with caution and resilience.

Essential Skills

- Microsoft office Programmes (MS word 2013, MS Power Point 2013, Ms Publisher 2013, MS Excel and MS Outlook, Adobe InDesign CC 2014, Adobe Photoshop CC 2014)
- Excellent communication, language, networking and people skills
- Ability to work both under pressure and in a team
- Deadline driven
- Email Marketing strategy
- Social Media monitoring and analytics
- Videos Editing
- Photo editing
- Layout editing
- Excellent Research Skills
- Report Writing

Professional Attributes

- **Detailed orientated** – I pay attention to grammatical typos and language use.
- **Creative thinker** – I contribute innovative ideas to different projects and I have interest in pop culture
- **Team orientated** – I am able to work well with different people within the publication. I am also able to work irregular hours just to meet the deadline.
- **Outgoing & professional** – I engage professionally with any provided publication. However, I am good at establishing a network of contacts which may impact positively to the publication. I can work in a high-energy, fast-paced environment and I am committed to learning.
- **Accuracy** – I can produce accurate and well-written news copies. I am able to handle multiple assignments to produce accurate work at a high volume.
- **Interviews** – I am able to interview people/ potential sources in different range of circumstances.
- **Breaking News** – I cover important and serious events or issues concerning

the community. I can write with urgency for digital products and provide meaning and context for print products.

- **Journalism** – I use documents, sources, computer reporting, and other journalistic tools to develop, report and write exclusive stories.
- **Team** – I work well with the digital editorial team to create online/multi-media and social media content
- **Facts** – I conduct a fact checking process of all articles I write before sending the copy to the sub-editor.
- **Principles** – I adhere to Code of Ethics and Editorial Standards and Practices of the publication.
- **Overtime** – I often work overtime and on weekends whenever the publication require.
- **Leads** - I monitor news outlets to pick up on news leads and story ideas every new day of work.

Experience/ Career History

Social Media Personnel

King of Tiles, Boksburg, Gauteng

February 2020 – June 2020

Lockdown Retrenchment

Email Marketing and Automation

Home Go Furniture, Johannesburg, Gauteng

February 2019 – June 2020

Internship Contract ended

Writer

July 2017 – May 2018

North Magazine, Pretoria; Gauteng

Reporter

Internship contract ended

Photographer

Leon pictures – *leography life inspiring moments*

Follow our Facebook page (<https://www.leonpictures.co.za>)

Writer

February 2017 – July 2017

City Press, Auckland Park, Johannesburg

Reporter

Internship Contract ended



REFERENCE

Ephraim Patsanza

+27 76 759 0040

Patsanzaemphraim@gmail.com

Rosebank College (CBD)

(Lecturer)

Hlengiwe Nhlabathi

+27 84 708 4214

Hlengiwe.nhlabathi@citypress.co.za

City Press Reporter

(Mentor)

Sophie Ndaba:

+27 72 230 3993

ndabasophie@gmail.com

Tembisa Secondary School

(High school teacher)







REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
NGOMANE
Given name
LEON NATADWA

Gender
F
Nationality
RSA
Identity Number
0004201621007
Date of Birth
20 APR 2000

Place of Birth
RSA
Status
CITIZEN





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

LEON NATASHIA NGOMANE

Identity number 0004201521087

Subject	%	Achievement level
Xitsonga Home Language	62	5
English First Additional Language	59	4
Mathematical Literacy	49	3
Life Orientation	56	4
Geography	51	4
History	60	5
Tourism	66	5
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2015

M. S. LAKOMETSI

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)



This is to certify that

Leon Natasha Ngomane

having satisfied the requirements
was awarded the

Diploma in Journalism

at a congregation of the Institute on 30 May 2019

For The Senate of The IIE



The IIE's Rosebank College

30 May 2019

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GLOBAL YOUTH

CERTIFICATE OF COMPLETION

This is awarded to

Leon Ngomane

for successfully completing the Polish Your Profile course

TRUSTED
interns

SHIFT
TO MORGAN

The
Knowledge
Trust

GLOBAL YOUTH

CERTIFICATE OF COMPLETION

This is awarded to

Leon Ngomane

for successfully completing the Communicate like a Pro course

THE STEP
incentive

Global
Foundation

The
Knowledge
Trust

meraki

FREESTATE
BLOEMFONTEIN
97 St Andrews Str
Bloemfontein

T: (051) 403 0484

GAUTENG
BRAAMFONTEIN
46 Julia Str
Braamfontein

23 Jorissen Str
Braamfontein

T: (011) 403 2437
F: (011) 403 8488

PRETORIA CBD
239 Pretorius Str
Southern Life Building
Pretoria

T: (012) 320 7270
F: (012) 320 7288

PRETORIA SUNNYSIDE
Chr Jorissen and
Johnston Streets
Pretoria

T: (012) 343 2504
F: (012) 343 2507

KWAZULU-NATAL
DURBAN
221 Dr Pixley KaSeme Str
Durban

T: (031) 301 5212

PIETERMARITZBURG
188 Chief Albert Luthuli Str
Pietermaritzburg
3201

T: (033) 101 0117

LIMPOPO
POLOKWANE
54 Church Str
Polokwane

T: (015) 295 4311
F: (015) 295 9930

17 January 2017

To Whom It May Concern

Letter of recommendation for Leon Natasha Ngomane

We are writing on behalf of Leon Natasha Ngomane student of Rosebank College with whom we have been acquainted as Programme Managers at Rosebank College Pretoria CBD. Leon has dedicated much of her time on a voluntary basis of the classroom. Leon has assisted the management team of the campus during the Rosebank College Pretoria CBD orientation week for our first year students.

This orientation week took place during the first week of February 2017 and Leon played a vital role in getting our first year students acquainted with the rules, services and systems of the campus. During this time, Leon assisted as both a presenter as well as a guide to our first year students. We had approximately in the region of two thousand first year students attend the orientation week. Our orientation week was highly successful and we are grateful for the work the voluntary work that Leon has given.

Without hesitation, we recommend Leon unequivocally for any employment opportunities. We believe the Leon will be a tremendous asset to any organization that employs her.

For additional information, you are welcome to contact us.

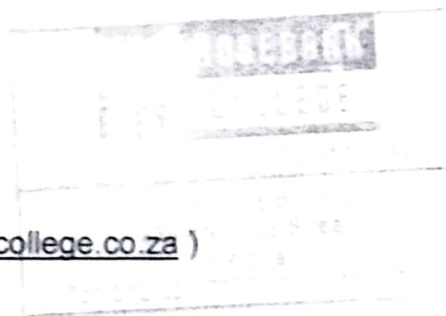
Yours faithfully


Dingan Moropane

Programme Manager (dmoropane@rosebankcollege.co.za)


Riley Hoggan

Programme Manager (rhoggan@rosebankcollege.co.za)



**BRAAMFONTEIN
NATIONAL OFFICE**

23 Jorissen Street
Braamfontein
PO Box 142
Wits, 2050

T: (011) 403 2437
F: (011) 403 8488
E: info@rosebankcollege.co.za
www.rosebankcollege.co.za



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