

September 24, 2021

To: Human Resources Management directorate

**Development bank of Ethiopia**

**Addis Ababa**

I am reaching out to you in response to vacancy posted for the position of Adama Branch Manager. I have BA degree in accounting and have been working for above twenty nine years on different position such as junior accountant, accountant, senior accountant, loan approval manager and currently as review team manager. I have been working as team leader for five years and acquire good managerial skill that makes me competent for the post. Besides I was repetitively delegated with my immediate boss and get opportunity to exercise the skill on post.

Moreover, in my stay with the bank, I have experienced to work with different managers and learn many managerial styles they are at best. Besides, my rich experiences helped me to obtained skill in the area of project financing, Customer relation management, Employee management and other banking operations and hence . If I will get the opportunity for the post, I will easily handle and manage the branch as I have already familiar with what should be done for success of the bank .

My vision is to build harmonized work unit dedicated for success of the bank in implementing the reform and strategic plan of the bank.

Thus, keeping in my mind, the current vision of the bank “to be a World Class Development Bank that help to Achieve Ethiopia’s Economic Transformation Vision by 2030” I will do my best for success of the bank as manager and as team too.

To realize the indicated dream, I have good character like Integrity, Ability to delegate, Communication, Self-awareness, Gratitude, Learning agility, Influence, Empathy. I am also open mind to give and accept any feedback.

Lastly, thank you for your consideration and time you give me to express myself

Sincerely,

  
Makda Solomon