TO: Banks Managerial Position Redeployment Committee

From: Fantahun Tilahun

Dear,

I would like to formally apply for the **Division Head, Information Technology Infrastructure Division** position in the Information technology Service Directorate, I have been working with the Network Administrator for the more than three (3) years during which I have been able to learn extensively then Become international Certified on CISCO(CCNA-Cisco Certified Network Associate).

After having acquired the required knowledge, I consider that the time has come when I need to move upwards in position. I'm the right person for this position because of:

- Introducing Web Site, Corporate email, Corporate Portal and Research Databank to the bank.
- Have experience as Network Administrator, System Developer and System Administrator.

Moving up will help me implement my learning to the advantage of the bank. At this stage of my career, a promotion would be very motivating for me and encourage me to put in more towards the prosperity of the company. I have performed the following:

- All the banks critical systems (SWIFT System, Corporate email Systems, T24 CORE Banking System) are availabilities are 99.9% achievement.
- Collaboratively develop T-Insight BI Reporting system and serves more than 9 years.
- All the critical banks systems are up-to-date

I pledge my dedication and sincerity to the company and remain optimistic that the company will offer me a break in serving the company in a better position. And support the Banks wide reform by doing:

- By assigning and assisting to develop two new systems(On-Line recruitment and Employee Redeployment)
- Developing the manual for corporate level system development framework procedure
- To synchronise the banks employee information among all systems and ready to extract any staff related information's.
- Any support request will be online.

Best regards,

Fantahun Tilahun

Manager, System Administration Team