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September 28, 2021

Subject: - Job Vacancy for **Textile Team – Textile and Leather Appraisal Division**

Addis Ababa, Ethiopia

Dear Placement Team,

Regarding your job announcement for Team Manager on <https://jobs.dbe.com.et>, I am very interested in this opportunity given how close the job description resembles my experience and credentials. I am one of those people who was always destined to be a leader. I have a commanding presence and an outgoing personality, so people always seem to follow me. That's why I would like to be considered for your opening of a team Manager position

With more than 12 years' experience at different bank's working unit, of which 2 years as junior administrative officer, 1 and half Year as Junior Rehabilitation Officer and 3years as credit office at North West Region- Bahir Dar. And also, for the last 6 years am working as senior planning and strategy office at Jimma District and Strategy Change and Communication Directorate. I've cultivated a talent for developing creative and successful managing leadership strategies. I'm looking to combine my skills and my desire to serve the bank with at most interest. In my last five year as a senior officer, I worked to achieve our Directorate goals while keeping the team members motivated and successful. I have always aimed to combine the bank outcomes with the talents of each individual member so our work was more efficient.

As a former credit loan officer, I understand the challenges of the job and will help team members streamline their processes, create more consistency in their work, and improve the quality of their service. On a more personal level I am self-motivated, positive and have an enthusiastic 'can do' attitude. I have considerable knowledge of all the attributes that you are specifically looking for. I believe that my strong educational background and extensive experience in the field makes me an appropriate candidate for the position. I have the necessary knowledge and skill for this position.

The main achievements that I have had in my previous job are: -

- Effectively plan, organize, control and direct in reviewing the Feasibility study
- In depth analysis of the KYC assessment report of the applicant
- Proper and regular project follow-up activities
- Deep Project Rehabilitation and Loan recovery analysis
- Timely preparation operational reports line with annual plan and budget and timely preparation of reports to various stake holders
- Initiates the formulation/ review of the strategic plan document of the Bank
- Reviews operational plan and budget submitted by each work
- Monitors and evaluates the quality of the Bank's plan and sets quality standards and forward technical advice to work units
- Follows-up the implementation of the Corporate BSC to reinforce an organization-wide alignment with the long term corporate strategic objectives

The accompanying resume should serve to give you a good idea of not only my past achievements but also my future potential.

I am confident you will find me to be an exemplary candidate with all of the skills you require in a team Manager. And also, I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience.

Sincerely,

Biruk Tadele Bitew

I would very much appreciate it if you would give me the opportunity to work in the company as I believe that I would make a valuable asset.

My experience has taught me that to achieve success; teamwork is the correct way to go. I believe that strong relationships with all the departments in the organization take not just the company but the entire workgroup too towards success. I have taught myself to work cross-team and make friends in the entire organization.

I am not a dependent worker. I can achieve the targets by working independently too. I am an extrovert and love people, but I can work alone when the need arises. I am passionate about my work and getting it done is the most important for me.

I am confident you will find me a perfect fit for your organization.

Thank you for your consideration.