

Date: September 28, 2021

Dear sir/Madam,

**Subject: Application for Internal Job Vacancy**

I am writing this letter to apply for the position Manager, Export Team as per the online eligible criteria guideline through DBE Portal dated on September 20, 2021. The position seems to fit very well with my education, experience, and career interests.

I have a vision to contribute my own part in the process of making DBE as world class with a strong commitment and effort of implementing in the new reform activities of the bank. If I get the position I will manage export operations & Customer service, receiving shipping documents & forward to the respective sub-team reporting all internal and external customers daily transaction review, to ensure appropriateness of entries & fees, keeping data of customer transactions & follow up of export perform, initiating changes in processes and procedures, receives incoming message and forward to the respective.

My background and carer goals seem to match the job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position. Accordingly, I believe that I am confident to win the managerial position due to my qualification background of educational level and more than 23 years general work experience with in DBE.

Thank you for your consideration, I look forward to hearing good news from you.

Sincerely yours,

Tigist Aregay