

Date: September 28, 2021

Dear sir/Madam,

**Subject: Application for Internal Job Vacancy**

I am writing this letter to apply for the position Manager, Import Team II Lease Financing 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 import operations & customer service, oversee compliance, review daily transaction, to ensure appropriateness of entries, transaction reconciliation and record balancing, authorizing queries to/from foreign banks, keeping data of customer transactions, initiating changes in processes and procedures reporting all internal and external and overall process.

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