

Cover Letter for Vacant Positions

I would like to apply for the post of Manager, “B” branch at Burayu.

My career objective is to be competitive Management leader in DBE and based on the knowledge I have accumulated through Experience and formal education solves Credit management problems within the Bank.

I have planned to undertake the following major work activities as a Team Managers and Branch “B” Manager:-

- ✓ Supervising the overall work activities of both project financing and Lease financing services of the Bank at the branch level ranging from client sourcing to loan collection in its operational and catchment area.
- ✓ Assesses the overall working environments of the branch to make the environment conducive to carry out the required duties;
- ✓ Undertakes full-fledged project follow-up reports of the branch during project implementation, completion, and inspection periods.

I have fully capable candidate for the selected vacant positions because I have BA degree in Business Administration. In addition, I have worked for more than eleven years at different positions out of which Nine (9) years with in the bank and 2.5 years in Federal Road Transport Authority.

I have own and committed, energetic and diligent candidate and support for the achievement of the current DBE’s strategic reform implementation plan by contributing my inherent knowledge I have accumulated through Experience and formal education.

Finally, I’m hoping that the bank will trust in my formal education and work experience and indorses me for the post of Manager, Branch “B” at Burayu.

Sincerely,

Gadisa Gemechu