

24 September, 2021

To: **Development Bank of Ethiopia**

Placement team

Addis Ababa

Subject: -**Applying for Branch Manager of Burayu**

Dear placement team:

I am writing this letter for the Post of Branch Manager, Burayu Branch. I have **BA degree in Economics, MA in Development Economics and MSc.in Environmental and Climatic Change Management** from Arbaminch University, Unity University and Ethiopian Civil Service University, respectively.

From out door, I have extensive work experience while in Ethiopian Revenues and Customs Authority. Since I joined Development Bank of Ethiopia in 2016, I have been working as Senior Loan Officer. My experiences from both institutions for the last twelve years have customised me to acquire technical and interpersonal skills, effectively.

My vision is *to be certified, a successful manager on the moment of celebrating the Burayu branch will have upgraded to grade A*. So that, as a branch Manager, the listed are my concern and what I am going to get done one-in-one to celebrate the success:-

I will plan, organize, coordinate and facilitate the entire SMES lease financing process, Communicates the potential clients; Mobilize funds and minimize the intended cost and mitigate the unforeseen risk, Retain the amount of lease out of NPL status, Building the employees capacity and Deliver quality services and give positive feedback to the internal and external customers.

I am the one that appreciate and support the all-inclusive strategic reform plan that carried out for the achievement of bank vision. So that I will support the change of the bank through sharing personal impact message engaging with and supporting the project team, demonstrating support for the change, identifying and mitigating resistance to the change and helping employees through the change process.

I believe that I am the ideal one for the post hoping to hear from you soon that you will select me for the position.

Faithfully yours,



Amente Miressa