

TO: Human Resource Management Directorate

Development Bank of Ethiopia

Addis Ababa

Subject: - Application for vacancy

I am writing this promotion request letter in response to internal vacancy announcement the recent day from my current role of senior loan officer to the open role of **Division Head, Loan Workout Division, and SME cluster on Job Grade 15**. I have MA in development study following my first, Bachelor degree in Cooperative Business Management.

In my present position I deliver customer service management activity, preparing appraisal study and follow-up reports with all aspect of office related activities, based on the Bank Job Description. Currently; support the change process of the bank by fighting corruption, NPLs redaction and avoiding the new entrant of NPLs projects. If promoted Division Head, Loan Workout Division at District I will support the change process by facilitating the rehabilitation of sick project to come back to successful project by giving technical assistance, support and advice. My vision is to make one of the successful and roll-modal work divisions to the clients by providing quality service within a work-cycle time and also creating conducive working environment for staff assigned in the division.

All in all, I am working to become successful in achieving the objective of the bank in one hand and meeting the country development goal at large using my accumulated work experience, I have grasped 11 years' work experience totally in different organization including as a Senior Loan Officer in DBE, Member and Client Relation(MCR) Supervisor in Ethiopian Commodity Exchange(ECX) and Expert in Gullele Sub-city trade and industry office in Addis Ababa City Administration; this is therefore, based on my experience and a strong commitment to my craft, I believe that I have made me suitable for the position.

Thank you for your time and consideration.

Sincerely yours,


Samson Tsegay