

Name: Lewal Bogale
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Location: Addis Ababa

To: Hibret Bank SC. Head Office
Subject: Application for Employment
Dear, Hibret Bank Head Office

I am writing to express my keen interest in any suitable entry-level position at Hibret Bank. I recently earned my Bachelor's degree in Arts of Management and have completed an internship as a General Service Officer, which sparked my enthusiasm for working in a structured and client-oriented environment such as banking.

During my internship, I gained valuable insights into administrative operations, customer service, and internal coordination. I was responsible for supporting day-to-day office functions, maintaining records, and assisting with client inquiries—experiences that have honed my attention to detail, communication skills, and ability to work in a team.

Although I may not have direct banking experience, I am a fast learner with a strong academic foundation in management principles. I am eager to contribute to your institution's goals and grow professionally in the dynamic environment of banking. I am confident that my enthusiasm, reliability, and commitment to excellence will make me a valuable asset to your team.

I am particularly drawn to Hibret Bank due to its reputation for customer focus, innovation, nation wide reach, commitment to employee development of excellence and its significant role in the Ethiopian financial landscape. I am confident that my skills and my dedication would make me a valuable asset to your team.

Thank you for considering my application. I would welcome the opportunity to further discuss how my background and ambitions align with the needs of Hibret Bank. Please find my resume attached for your review.

Sincerely, Lewal Bogale
Signature

Ref:

Ato Abate Baye

Phone Number +251911203726

Date: April 22, 2025