

**Yordanos Mesele**

Addis Ababa, Ethiopia

Phone: 0955 254 376

Email: Meseleyordanos38@gmail.com

**March 21, 2025**

To:

**Human Resource Department**

Wegagen Capital Investment Bank S.C.

Addis Ababa, Ethiopia

**Subject:** Application for the Receptionist Position

Dear Hiring Manager,

I am writing to express my interest in the Receptionist position recently advertised by Wegagen Capital Investment Bank S.C. As a passionate and detail-oriented graduate with strong interpersonal and communication skills, I am enthusiastic about the opportunity to represent your esteemed institution as a first point of contact.

I hold a **Bachelor's Degree in Agro-economics** from **Debre Markos University**, where I developed a solid foundation in business management, customer relations, and organizational communication. Though my academic background is rooted in economics, my studies and experiences have helped me cultivate strong people skills, a professional demeanor, and the ability to handle administrative tasks efficiently.

Attached are my academic credentials for your review. I would welcome the opportunity to further discuss how I can contribute to your team and represent Wegagen Capital Investment Bank with professionalism and care.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

**Yordanos Mesele**

Email: Meseleyordanos38@gmail.com

Phone: 0955 254 376