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23rd January 2024

The Human Resource
Diamond Trust Bank Ltd
DTB Centre Mombasa Road
P.O Box 61711-0200
NAIROBI

Dear Sir/ Madam,

REF: APPLICATION FOR A POSITION AS A BANK OFFICER

I am writing to express my interest in the above-referenced position. I am keen and focused on handling banking operations; I would love to exercise my outstanding expertise further to facilitate investment success, hence my application for the abovementioned position.

My strong analytical skills, attention to detail, and ability to quickly adapt to new technologies and systems set me apart. I am proficient in utilizing financial software and platforms, and I am keen to stay updated with emerging trends in the banking industry. Moreover, my excellent communication and interpersonal skills enable me to establish strong relationships with clients and colleagues.

During my internship at Diamond Trust Bank, I had the opportunity to assist with customer inquiries, process financial transactions, and provide personalized banking solutions. This experience honed my ability to work in a fast-paced environment while delivering exceptional customer service. My dedication to customer satisfaction and my problem-solving skills will contribute to the positive reputation and growth of the bank.

I am impressed by your bank's commitment to providing superior financial services and its emphasis on fostering strong customer relationships. I am excited about the opportunity to contribute to this vision and grow within the organization. My qualifications, passion for the banking industry, and eagerness to learn make me an ideal candidate for the entry-level banking position at your bank.

I have attached my CV for your review, which provides further details regarding my education, skills, and experiences. I want to discuss how my skills are aligned with your bank's needs. Thank you for considering my application.

I look forward to meeting with you to discuss my candidacy further.

Sincerely,



Lilian Mwikali Muli