**COVER LETTER**

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Subject: **Applying for "** **Grant Compliance Specialist.**

Dear Mr / Ms **Integrated Service on Health and Development Organization /ISHDO/**

I am writing this letter to apply for the **“Grant Compliance Specialist.** I saw an open call for the applications on career on Ethiojobs website.

## I am very familiar with the Position since I am currently working in the position of Zonal Programme Finance Officer with Fred Hollows Foundation. previously as Finance and Admin Assistant with Christian Aid Ethiopia, Brooke Hospital for Animal Ethiopia UK charity at Gedeb Project office MSF Holland Gedio/West Guji emergency project as Finance Assistant and with Women and Health Alliance International Ethiopia (WAHA) France Charity Asella Project office as Finance and Admin Officer. Moreover, I was very pleased to find out about this employment possibility with your organization.

I believe that my strong educational background and extensive experience in the Finance, Business Administration and Accounting, make an appropriate candidate for the advertised position.

On the previous posts I have been always receiving excellent feedback from my employers, which proves my strong commitment to perform my responsibilities in professional and effective manner. I like to work in a team, but I am also comfortable working on my own. Furthermore, I am good communicator, accurate, goal oriented, etc. Thanks to my wide experience in finance and admin, Cooperative and marketing, cooperative promoter.

I perceive this employment opportunity as a significant advancement in my career since Company/organization is the independent national human rights institution tasked with the promotion & protection of human rights in Ethiopia. I believe that work in Company/organization can be a good environment to show off my full potential and utilize my skills and knowledge. In that line I am looking forward to your call for an interview.

As requested, I am enclosing my resume, where you can find details information on my experience and skills. References are available on request, or you can contact the reference persons listed below on your own. If you need additional information or documents, feel free to call me on +251928042751/+251949822595 or send me an e-mail on: [tekatikessa2014@gmail.com](mailto:tekatikessa2014@gmail.com)