**Rahel Alemu**

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P.O.Box 121190

Addis Ababa,

Date: November 10, 2022

**Integrated Service on Health and Development Organization (ISHDO)**

Addis Ababa

***Subject:*** Application for “**Grant Compliance Specialist”** Position based in Addis Ababa

Dear Madam/Sir,

My name is Rahel Alemu. Currently I am working for YBM Trading Plc in a position of Senior Accountant in Addis Ababa. I am applying for the position of “**Grant Compliance Specialist”** in Addis Ababa. I have BA degree in Accounting and Finance from Adama University.

My experience working on different Private Companies with 6 and half years built my knowledge to work on the areas of such position.

Regarding interpersonal communication, I am responsive to my colleagues, good at team work and eager to help whenever possible.

I believe I have the ability it takes to perform the job effectively.

Please see my curriculum vitae for additional information on my experience. Thank you for your time and consideration.

Sincerely Yours,

Rahel Alemu