Date November 10th, 2022

**Haregeweyn Belay**

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# To: ISHDO

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Dear Hiring Manager,

I would like to express my interest in the position of **Grant and Compliance Specialist.**

I have completed my BA in Marketing and Sales Management respectively from Addis Ababa University. In addition, I have a Diploma in Foreign Language and literature from S.t Mary University.

As a current Project coordinator at WISE I am adept in detail planning and monitoring of projects, writing monthly, quarterly, bi-annual, and other ad hoc project reports, as well as participating in regular project reviews budget and activity planning, ensuring proper implementation of project plan, among other things.

During my previous role as senior trainer at WISE, I was responsible for providing training and capacity building assistance at individual and organizational levels. And I have a good experience in the identification of local partners, community leaders, and other local stakeholders and develop collaborative and working relationships and partnerships.

The pertinent exposure I had to work at WISE at grass root level has also reinforced what I developed through my studies. Being able to see the immediate impact on beneficiaries has made me all the more interested in the position to deliver more to the beneficiaries through frequent learning with the team and the beneficiaries themselves. Moreover, my on-the-job experience has afforded me a well-rounded skill set including critical and analytical thinking skills, key relationship management, decision making, as well as attention to detail to ensure impact of work on beneficiaries, I am confident in my ability to add value to your work as a member of your team, if provided the opportunity.

Please review my attached resume for additional details regarding my expertise and abilities. Should you have any questions or wish to discuss my qualifications further, I would be pleased to avail myself for an interview at your earliest convenience. Thanking you for your anticipated consideration.

Sincerely,

Haregeweyn Belay