

Date: 11/12/2022

To: Integrated Services on Health and Development organization (ISHDO) in Ethiopia

Addis Ababa

Dear Sirs/Madam

I am writing to apply for **Grant Compliances Specialist** position with your Organization. I am a graduate from Addis Ababa University with a BA Degree in public Administration and Development Management on July 29, 2014, with cumulative GPA 3.87, and master's degree in development management at Addis Ababa University July 7, 2016 with CGPA 3.6.

I have over 6 years of professional lecture experience. I am certain that you will find my dedication and enthusiastic attitude to be of value to your organization.

Highlights of my experience include:

- Practical experience on research while I am advising students both at Addis Ababa and Admas University.
- Excellent lecture giving and student handling
- Actively participate on social affairs programs in the University

I am sociable, fast learner, excellent communicator, energetic, eager to learn new things and committed to accomplish tasks given to me with honesty and bearing responsibility.

For your further information, I enclosed my CV and temporary and you will see that I have the required skills, capabilities and qualities for teaching.

I hereby kindly inform you that if I have a chance to be selected as one of your candidates, I will give my highest level of effort with great dedication.

I would appreciate the opportunity to discuss the position with you and will contact you to answer any questions you may have and to see if you need any other information from me.

Thank you in advance for your consideration.

Sincerely,

Eyerusalem Assefa