**Dear Sir/Madam,**

**Subject: Application for the position of Accountant with reference number REF: A/C/31/22**

I would like to apply for the position stated on the subject line that your esteemed mission has announced. My name is Yessem Girma, a graduate in Accounting and Finance (major) and Business Management (minor) from Addis Ababa University, Faculty of Business and Economics.

Currently I am working at World Resource Institute (WRI) as Program Coordinator. I have work experience in project coordination, contracts preparation, procurement activities, overall budgeting, project coordination, grant management, capacity building and M&E. I have experience of more than a decade in the private sector and also at Peace Corps-Ethiopia as an entrepreneur, grants administrator, program assistant/project manager, accountant and lecturer. During my tenure at the Peace Corps, I was able to successfully develop procedures and budget process end- to-end, was selected as one of the Monitoring & Evaluation Champions to represent Peace Corps Ethiopia and as a result organized and provided trainings for staff and volunteers, designed several projects and effectively handled volunteer grant process for more than 100 projects mostly within limited staffing. I have traveled to different regions in the country to implement a variety of projects. I have had the opportunity to manage grants in regard to financial reports, manage systems, and work on project implementation documentation throughout the life of the projects, and liaise with local and international organizations during the implementation.

I am interested in the position as it is related to capacity building and supporting the mission in delivering what it has set out to do. I do also believe that this opportunity will enable me to grow professionally as well as contribute from my experience to the better functioning and support of the wider mission. I believe my work in handling teams, preparing materials for different purposes, working with a variety of stakeholders and involvement in specially grant management can highly contribute to the position.

As a personal attribute, I am sociable, responsive and adaptive to new and challenging environments; fast learner and patient in challenging situations; committed to bringing change and achieving excellence; have a good sense of humor; positive to changes which can enhance effectiveness. I am visionary and continually look for ways to develop myself professionally

I am confident that I would be a strong candidate and if chosen, deliver the results required as well as gain a tremendous amount of knowledge and skills from the mission. I would like to express my availability for any exams that are required if chosen for the post.

Thank you for your time and consideration

Sincerely,

Yessem Girma