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The Human Resources Manager
First Bank of Nigeria Limited (FirstBank)
Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ACCOUNT OFFICER

I am writing to apply for the position of Account Officer at First Bank of Nigeria Limited (FirstBank), which I saw advertised on Omadaily. First Bank of Nigeria Limited (FirstBank) is a respected name in banking & Finance, and I would welcome the chance to grow my career with your team.

I hold a B.Sc. Banking and Finance from University of Nigeria, Nsukka, and I have 4 years of experience, most recently as an Account Officer at Silverleaf Partners Ltd. In this role I manage a portfolio of 250 retail and SME customers worth N1.2 billion in deposits, and I grew deposits by 35% in one year through referrals and market visits.

I understand how much First Bank of Nigeria Limited (FirstBank) depends on trust, accuracy and good customer relationships, and I am careful with numbers, documents and confidential information. I am also skilled in relationship management, deposit mobilisation and KYC and AML checks.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to First Bank of Nigeria Limited (FirstBank). Thank you for your time and consideration.

Yours faithfully,

(Signature)
Babatunde Abubakar

Free sample from omadaily.com. Edit it to fit your own experience.