Adaeze Okonkwo
12 Adewale Street, Ring Road, Benin City
0800 000 9644 · adaeze.okonkwo@email.com

13 November 2026

The Human Resources Manager
Grace Moni Limited
Abuja, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ACCOUNT OFFICER

I am writing to apply for the position of Account Officer at Grace Moni Limited, which I saw advertised on Omadaily. Grace Moni Limited 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 Kanem Resources 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 Grace Moni Limited 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 Grace Moni Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Okonkwo

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