Adaeze Chukwu
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2 November 2026

The Human Resources Manager
Nigerian Capital Development Fund (NCDF) Group Plc
Abuja, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ACCOUNT OFFICER

I am writing to apply for the position of Account Officer at Nigerian Capital Development Fund (NCDF) Group Plc, which I saw advertised on Omadaily. Nigerian Capital Development Fund (NCDF) Group Plc 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 Lagos, and I have 4 years of experience, most recently as an Account Officer at Palmview Holdings 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 Nigerian Capital Development Fund (NCDF) Group Plc 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 Nigerian Capital Development Fund (NCDF) Group Plc. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Adaeze Chukwu

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