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The Human Resources Manager
The Concept Group
Yaba, Lagos, Nigeria

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ACCOUNT OFFICER

I am writing to apply for the position of Account Officer at The Concept Group, which I saw advertised on Omadaily. The Concept Group 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 Obafemi Awolowo University, Ile-Ife, and I have 4 years of experience, most recently as an Account Officer at Unity Square 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 The Concept Group 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 The Concept Group. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Fatima Afolabi

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