Musa Chukwu
12 Adewale Street, Ikeja, Lagos
0800 000 4550 · musa.chukwu@email.com

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The Human Resources Manager
Truebond Global Investments Group Limited
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF ACCOUNT OFFICER

I am writing to apply for the position of Account Officer at Truebond Global Investments Group Limited, which I saw advertised on Omadaily. Truebond Global Investments Group 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 Benin, and I have 4 years of experience, most recently as an Account Officer at Bluerock Enterprises 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 Truebond Global Investments Group 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 Truebond Global Investments Group Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Musa Chukwu

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