

Job Application Letter

To *Tana microfinance*

I am interested and pleased to inform you my application paper to your organization that I want to invest my knowledge skill honestly and devotedly. This is to inform you based on vacancy announcement for the position of which is related to my department. I have graduated from Bahirdar university institute of management with BA degree of management.

I am sure that the management has taken and qualification that I have gain meets your requirement for the detailed information can obtained from my cv, student copy and other relevant document to this latter. I sure It gates employed in your organization or company I will be give vital role for your organization and dedicate myself and fully satisfy the enter organization.

Thank you Your consideration

With Best Regards



Betelhem Tsegay

Curriculum vita (CV)

1. Personal information

- ❖ Full Name-----Betelhem Tsegay
- ❖ Sex-----female
- ❖ Date of birth-----25/5/1992 E.C
- ❖ Nationality----- Ethiopia
- ❖ Email-----
- ❖ Mobile -----09 43 54 20 29

2. Educational back ground

Primary and secondary school

- ✓ tachaGaint woreda desta Maida elementary school grade one up to eight
- ✓ lay Gaint woreda Nefas mewucha secondary school grade nine up to twelve

3. Higher Education

- graduated from Bahirdar university department of management BA degree September 16/2021 E.C
- ❖ language skill writing speaking Reading
- ✓ Amharic Excellent Excellent Excellent
- ✓ English Excellent Excellent Excellent

4. Work Experience

- ✓ 24/06/2014 e.c-22/03/2015 e.c messenger and cleaner with monthly salary 2,500 in Tana cooperative societies saving and credit union (LTD)
- ✓ 23/3/2015 e.c-30/03/2016 e.c mandate human resource management and store keeper administration monthly salary 5000 Tana cooperative societies saving and credit union (LTD)
- ✓ 01/04/2016 e.c-30/01/2017 e.c branch of cashier monthly salary 7000 Tana cooperative societies saving and credit union (LTD)
- ✓ 01/02/2017 e.c branch office saving officer monthly salary 7000 Tana cooperative societies saving and credit union (LTD)