Ghana Education Service,

Post office Box 18,

Sefwi – Essam, Western North Region.

8th September 2023.

The Human Resource Manager,

Commission For Civic Education,

PMB Ministries, Accra.

Dear Hiring Manager,

APPLICATION FOR EMPLOYMENT AS A CIVIC EDUCATION OFFICER

I am writing to apply for the position of Civil Education Officer. I have a Bachelor of Arts degree in Development Communication from the University for Development Studies, where I graduated with honors. I have experience in educating citizens on their rights and responsibilities, organizing and facilitating workshops and dialogues, and planning and executing various programs related to civic education.

I have worked as an intern at the NCCE Office at the Tamale Metropolitan Assembly and as a Programs Coordinator for AGRIDEF, a Non-Governmental Organization. I have received positive feedback from my supervisor and colleagues for my performance and contribution. I have demonstrated my skills in compiling and assisting in community entry and administering questionnaires during my Third Trimester Field Practice (TTFP) at Bolgatanga.

I am fluent in English and can read, write, and speak several local languages. I am proficient in using Microsoft applications and the Internet. I am a flexible team player, a friendly and organized professional, and a passionate civic educator. Please find my resume attached. I look forward to hearing from you for an interview.

Thank you for considering my application.

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Yours faithfully,

(Rebecca Kamasah)