Adjei Kojo Santor Road

East Legon Hills

GK – 0863-3411

Accra, Ghana

17th January 2025.

The hiring Manager

Kosmos Innovation Center

USAID/MSR Project

Ghana

Dear Hiring Manager,

APPLICATION FOR INTERNSHIP AS

A PROJECT MANAGER

I am writing to express my interest in the position at the USAID/MSR Project in Tamale. With a strong background in project management and administrative assistance, I am excited about the opportunity to contribute to such a significant initiative that aims to promote sustainable development and community empowerment.

I hold a Bachelor of Science in Mathematics from the University of Energy and Natural Resources and have four years of experience in project management and administrative assistance. My expertise lies in coordinating projects, managing resources, and ensuring smooth administrative operations. I have successfully overseen multiple projects from conception to completion, demonstrating my ability to handle complex tasks and deliver results efficiently.

At my previous role at White Glory Estates, I have demonstrated exceptional abilities in project coordination, team management, and administrative support. I am confident that my skills in budgeting, scheduling, and stakeholder communication will make a valuable contribution to the USAID/MSR Project.

Beyond my technical skills, I am passionate about driving positive change in the community and supporting initiatives that foster inclusivity and development. I am particularly drawn to the USAID/MSR Project because of its focus on empowering marginalized communities and promoting sustainable practices.

I am eager to bring my background in project management and administrative assistance to the USAID/MSR Project and contribute to its mission of creating a lasting impact in Tamale. I am excited about the possibility of joining your team and making a meaningful contribution to the project's success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and passions align with the goals of the USAID/MSR Project.

Sincerely,

Clement Wewotah Abagna

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