

The Human Resource Manager

Regional Centre for Energy and Environmental Sustainability (RCEES)

Sunyani

Dear Sir/Madam,

APPLICATION FOR NATIONAL SERVICE

I am writing to express my interest in the National Service position at the Regional Centre for Energy and Environmental Sustainability (RCEES), Sunyani. I am a recent graduate of the University of Energy and Natural Resources (UENR) with a Bachelor of Science degree in Petroleum Engineering. I am passionate about using my skills and knowledge to contribute to the development of Ghana's energy and environmental sustainability sector.

During my time at the university, I took a number of courses that would be relevant to the National Service position at RCEES. Besides my major courses in Petroleum Engineering, I also took minor courses related to Environmental Engineering, Mechanical Engineering and Renewable Energy. These include Environment, health and safety, Introduction to renewable and non-renewable energy, and computer programming in python. I also gained valuable experience through my participation in a number of extracurricular activities, such as the West African Institute of Mining, Metallurgy and Petroleum (WAIMM).

In addition to my academic qualifications, I have a number of other skills that would be beneficial to the Regional Centre for Energy and Environmental Sustainability. I am a hard worker and I am always willing to learn new things. I am also a team player and I am able to work well under pressure. I am confident that I would be able to contribute to the success of RCEES and I am eager to learn more about the National Service position. In the course of my studies in UENR, I also self-taught myself computer programming in languages including Python, Javascript, HTML/CSS and C.

I would be grateful for the opportunity to discuss my qualifications in more detail with you. I am available on telephone at 0543823419 and email at fortuneklabi018@gmail.com. Thank you for your time and consideration.

Sincerely,

Klabi Fortune