P.O Box 5,

Methodist Church,

Kukurantumi

19th November, 2024.

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Dear Sir/ Madam,

**APPLICATION FOR EMPLOYMENT**

I am writing to express my keen interest in exploring potential employment opportunities within your esteemed organization, ……….. With a strong foundation in Agriculture and a passion for both field work and administrative work, I am confident in my ability to contribute significantly to your team.

I am well versed in Microsoft applications like Excel and Word, and proficient in software programs such as GenStat, Stata, R-coding, and MySQL. I have also been a Coordinating Assistant to the Weekend Top-Up program of the School of Agriculture of University of Cape Coast for three years. Given this, I am well-conditioned to handle administrative duties like logistics management, reception, customer services and relations, events planning, publicity, monitoring and evaluation of stationaries, payment processing, and record and bookkeeping. My ability to analyze and apply data related to population dynamics will enable me to make meaningful contributions to the statistical aspects of your company’s production.

I am particularly drawn to your organization’s commitment to impact-oriented, transparent, respectful, environmentally conscious and visionary. I believe my skills and experience align well with your organization’s goals, and I am eager to contribute to your ongoing success.

I have attached my resume for your review, which provides further details about my qualifications and accomplishments. I would welcome the opportunity to discuss my candidacy further and learn more about any suitable positions within your company.

Thank you for your time and consideration. I look forward to the possibility of contributing to your team.

Sincerely

Edith Obenewaa

Phone: +233550601120, email: [edithobenewaa111@gmail.com](mailto:edithobenewaa111@gmail.com)