**Miss Loretta Asare**

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January 10, 2017

The Human Resource Manager

Axis Human Capital Limited

PMB CT 171.

#18 Wawa Drive,

North Dzorwulu.

Dear Sir/Madam,

**APPLICATION FOR ENTRY RECRUITMENT PERSONNEL** **POSITION**

I write to express interest in applying for the Human Resource Recruitment Personnel of The Royal Bank. I graduated from the University of Ghana with a Bachelor’s degree in Psychology and English and I recently ended my national service at the West Africa Centre for Crop Improvement (WACCI), University of Ghana.

Through my coursework in Industrial and Organizational Psychology and professional work experience, I have obtained a realistic view of people management systems, which I believe hold the key to corporate growth and national development. As a National Service person at WACCI, I played a paramount role in the recruitment of students into the PhD programme in Plant Breeding and the Masters programme in Seed Science and Technology. WACCI enrolled the highest number of students since its inception during this period because of the professionalism with which I executed my duties. I was responsible for electronic correspondence with the German Academic Exchange Service (DAAD), which allowed some concessions to be made. These concessions enabled the Centre to secure scholarships for students.

I consider myself to be a dependable, innovative, versatile, adaptable and dedicated individual who possesses good verbal and written communication skills. My desire for change and to make an impact has manifested itself in the leadership positions I have held and the volunteer work I have done throughout my life. Please, find my resume enclosed for your review.

I believe that a relationship with Axis Human Capital Limited will be mutually beneficial, as my educational background and professional experience make me a perfect fit for your company. I look forward to pursuing a career in the Human Resource Recruitment Personnel and to working as a part of an entrepreneurial team where I can grow under the mentorship of some of the best minds in the people management industry.

Your consideration of my application is appreciated and I look forward to discussing my qualification in person.

Sincerely,

Loretta Asare