

Richard Essuman  
P. O. Box TB 427,  
Taifa, Accra.  
[Ressuman001@gmail.com](mailto:Ressuman001@gmail.com)  
30<sup>TH</sup> September, 2023.

Department of Immunology,  
Noguchi Memorial Institute for Medical Research,  
University of Ghana,  
P. O. Box LG 581,  
S Legon Dr, Accra.  
Accra, Ghana.

Dear Sir/Madam,

I am writing to convey how much I want to work as a Research Assistance for the Department of Immunology at the University of Ghana's Noguchi Memorial Institute for Medical Research. The chance to contribute to your continuing immunology-based initiatives excites me, and I am confident that my educational background, laboratory experience, and enthusiasm for immunology research precisely meet your needs.

With the completion of my BSc, I began my career in Biological Sciences, laying a strong foundation in Cellular Biology, Molecular Biology, and Biochemistry. I have constantly shown a great devotion to comprehending the complex systems controlling the immune system throughout my academic career. I have a solid grasp of immunological principles and procedures thanks to my academic studies and practical laboratory experiences.

I have two years of laboratory experience, and throughout that time I have developed my abilities in Cell Culture, Serology, and several Molecular Biology procedures. I have effectively handled challenging studies over this period, diligently followed protocols, and adjusted to changing research demands. My commitment to completing research objectives and guaranteeing experimental continuity has given me the ability to work for extended periods of time, including weekends.

My ability to quickly adapt to changes in processes and develop new approaches is what makes me unique. Science advances via innovation, and I take pleasure in my ability to come up with fresh ideas when presented with difficulties. I think my capacity for problem-solving and adaptability make me valuable in fast-paced research settings.

Along with my technical proficiency, I also possess outstanding communication abilities that let me successfully express complicated ideas to a variety of audiences through oral presentations and scientific writing. I am a dynamic team member that can help your research projects succeed because of my background working in interdisciplinary teams and my ability to work alone and independently.

In addition, I share your enthusiasm for Immunology research and I am committed to contributing significantly to the ongoing initiatives at the Department of Immunology. In order to further our understanding of immunological processes and eventually enhance human health outcomes, I am excited to share my abilities and expertise.

I will conclude by saying that I am thrilled about the chance to work with you and support the goals of the Department of Immunology. I think I am a good fit for this position because of my academic background, laboratory experience, flexibility, and dedication to Immunology research. I am eager to have the chance to go into further depth about how my experience may help with your ongoing initiatives.

I appreciate your taking a look at my application. I have included my Curriculum Vitae for your review. I may be reached by phone at 0559489593 or by email at [ressuman001@gmail.com](mailto:ressuman001@gmail.com), and I am available for an interview as soon as it is convenient for you.

Thank you.

Sincerely,

Richard Essuman.

# RICHARD ESSUMAN

P.O. BOX TB 427,  
TAIFA -ACCRA, GHANA  
GW-0732-4463  
0559489593 / 0547796566

[ressuman001@st.ug.edu.gh](mailto:ressuman001@st.ug.edu.gh) / [ressuman001@gmail.com](mailto:ressuman001@gmail.com)

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## OBJECTIVE

A professional detailed team player with over two (2) years working experience in Laboratory Setup and Operations and Data Entry. Securing a challenging position in a reputable organization to expand my learnings, knowledge and skills and also secure a responsible career opportunity to fully utilize my skills and training. I am ready to apply my critical thinking and professional training and knowledge to make a significant contribution to the success of your company.

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## SKILLS & ATTRIBUTES

- Critical and Analytical Thinking.
  - Investigative and Problem-Solving Skills.
  - Time Management Skills.
  - Excellent Communication Skills.
  - Teamwork Skills.
  - Patience and Attentive to details.
  - Comfortable Working Independently with Minimal Supervision.
  - Ability to Multitask effectively.
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## EXPERIENCE

### Data Entry Verification Officer

Acreaty Ghana Limited

Apr 2021 – Jul 2022

- ◆ Conduct pre-scan assessment of documents.
- ◆ Assists in the preparation of materials for data capturing.
- ◆ Assist in checking accuracy of scanned documents and correcting them as may be required.

- ◆ Verify accuracy of data from designated sources before entering it into the system.
- ◆ Combine and rearrange data from source documents and transcribe given information into electronic formats.
- ◆ Collect and park documents after scanning to the allocated hold area(s).
- ◆ Perform any other related duties as may be assigned.
- ◆ Delete incorrectly posted or obsolete data and re-enter correct information.
- ◆ Scan documents and ensure that they are associated with other pertinent data within the system.
- ◆ Identify, label and organize electronic storage media and ensure that both security and confidentiality is maintained on a constant basis.

### **Laboratory Scientist (National Service)**

Ga-North Municipal Hospital

Sep 2019 - Dec 2020

- Conducting and supporting scientific investigations and experiments.
- Planning, setting up and undertaking controlled experiments and trials.
- Recording and analyzing data.
- Demonstrating procedures.
- Collecting, preparing and or testing samples.
- Maintaining, calibrating, cleaning and testing sterility of the equipment.
- Writing reports, reviews and summaries.
- Supervising staff.
- Utilizing microscopes, cell counters and other high-precision lab equipment.
- Establishing quality assurance programs to monitor and ensure the accuracy of test results.

### **Office Administrator (Internship)**

Ghana Audit Service

Jun 2017 - Sep 2017

- ☞ Assigning barcodes to documents, sorting and filling them.
- ☞ Overseeing clerical tasks, such as sorting and sending mail.
- ☞ Keeping an inventory of office supplies and ordering new materials as needed.
- ☞ Maintaining files.
- ☞ Answering phone calls.
- ☞ Taking and delivering messages.
- ☞ Data entry and collection.

- Record keeping.
- Customer service.
- General office duties.

### **Sales Executive (Internship)**

Airtel Tigo Telecommunications Network

Jun 2016 - Sep 2016

- Customer service.
- Data collection.
- Supervising and managing fellow staff.
- Used consultative sales approach to understand customer needs and recommend relevant offerings.
- Coordinated efficient restocking of sales floor with current merchandise and accurate signage for current promotions.
- Offered each customer top-notch, personal service and polite support to boost sales and customer satisfaction.
- Pursued resolutions to achieve complete customer satisfaction including tracking down hard-to-find merchandise at diverse locations.
- Maintaining accurate records.

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## **EDUCATION**

### **B. Sc (Biology) in Animal Science and Conservation Science and Botany**

University of Ghana, Legon

2015 - 2019

### **WAEC WASSCE – General Science**

St Thomas Aquinas Senior High School

2011 - 2014

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## **REFEREE(s)**

Available upon request

UNIVERSITY OF GHANA



*This is to Certify that*

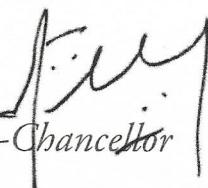
**RICHARD ESSUMAN**

having passed the prescribed Examination has  
on the 27th day of May 2019

been admitted to the degree of  
**Bachelor of Science**

in Animal Biology and Conservation Sciences and  
Botany

with Second Class Honours (Lower Division)

  
Vice-Chancellor

10581878

  
Registrar



*The authenticity of this certificate may be ascertained by writing to the address overleaf*

00126152

The Registrar  
University of Ghana  
P.O. Box LG 25  
Legon  
Ghana

or

[registrar@ug.edu.gh](mailto:registrar@ug.edu.gh)



# UNIVERSITY OF GHANA

Academic Affairs Directorate

P. O. Box LG25, Legon-Ghana, E-mail: academic@ug.edu.gh

## TRANSCRIPT OF ACADEMIC RECORD

THE LOGO OF THE UNIVERSITY IS PRINTED IN BLUE NUMISMATIC

BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

Name: **ESSUMAN, RICHARD**

Student Number: 10581878

Degree Awarded: BACHELOR OF SCIENCE

Date of Birth: 14-APR-1996

Majors: Animal Biology and Conservation Sciences and Botany

Sex: Male

Date of Award: 27 May 2019

FGPA: 2.29

Class: SECOND CLASS HONS (LOWER DIV)

Date Printed: 9 March 2020

ACADEMIC YEAR: 2015/2016 BACHELOR OF SCIENCE

FIRST SEMESTER LEVEL 100 CCT: 16 CCP: 16 GPA: 2.59 CGPA: 2.59

CODE	COURSE TITLE	CREDIT	GRADE	GPT
ABCS101	INTRODUCTORY ANIMAL BIOLOGY	3	C+	7.50
CHEM111	GENERAL CHEMISTRY I	3	C	6.00
MATH101	GENERAL MATHEMATICS	3	B	9.00
PHYS105	PRACTICAL PHYSICS I	1	A	4.00
PHYS143	MECHANICS AND THERMAL PHYSICS	3	D+	4.50
UGRC150	CRITICAL THINKING AND PRACTICAL REASONING	3	B+	10.50

SECOND SEMESTER LEVEL 100 CCT: 33 CCP: 33 GPA: 2.65 CGPA: 2.62

CODE	COURSE TITLE	CREDIT	GRADE	GPT
BOTN104	GROWTH OF FLOWERING PLANTS	3	A	12.00
CHEM110	PRACTICAL CHEMISTRY	1	B+	3.50
CHEM112	GENERAL CHEMISTRY II	3	C+	7.50
PHYS106	PRACTICAL PHYSICS II	1	C+	2.50
PHYS144	ELECTRICITY AND MAGNETISM	3	D	3.00
UGRC110	ACADEMIC WRITING I	3	C+	7.50
UGRC133	UNDERSTANDING HUMAN SOCIETIES: BUSINESS & ECON	3	B	9.00

ACADEMIC YEAR: 2016/2017 BACHELOR OF SCIENCE

FIRST SEMESTER LEVEL 200 CCT: 53 CCP: 53 GPA: 2.28 CGPA: 2.49

CODE	COURSE TITLE	CREDIT	GRADE	GPT
ABCS201	ZOOLOGICAL TECHNIQUES	2	B+	7.00
ABCS203	PRINCIPLES OF EVOLUTION	1	C+	2.50
ABCS205	VERTEBRATE ANATOMY	3	D	3.00
BOTN201	INTRODUCTORY PLANT MORPHOLOGY	3	D+	4.50
BOTN203	PLANTS AND CIVILIZATION	3	B	9.00
FISH203	INTRODUCTION TO LIMNOLOGY	3	C+	7.50
NUTN201	INTRODUCTORY HUMAN NUTRITION	2	B	6.00
UGRC220	INTRODUCTION TO AFRICAN STUDIES	3	C	6.00

SECOND SEMESTER LEVEL 200 CCT: 74 CCP: 74 GPA: 2.81 CGPA: 2.58

CODE	COURSE TITLE	CREDIT	GRADE	GPT
ABCS202	INTRODUCTORY CELL BIOLOGY & GENETICS	3	C+	7.50

NOTE: CCT: Cumulative Credits Taken CCP: Cumulative Credits Pass GPA: Grade Point Average CGPA: Cumulative Grade Point Average



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ABCS204	INTRODUCTORY ANIMAL ECOLOGY	3	C+	7.50
ABCS206	INTRODUCTORY BIOMETRY	2	D+	3.00
BOTN204	PLANT AND HEALTH	3	B	9.00
FCOS204	ADULT DEVELOPMENT	2	B+	7.00
FISH202	PRINCIPLES OF AQUACULTURE	3	C+	7.50
NUTN202	HISTORY AND CONCEPTS IN NUTRITION	2	B+	7.00
UGRC210	ACADEMIC WRITING II	3	B+	10.50

ACADEMIC YEAR: 2017/2018 BACHELOR OF SCIENCE

FIRST SEMESTER LEVEL 300 CCT: 95 CCP: 95 GPA: 2.45 CGPA: 2.55

CODE	COURSE TITLE	CREDIT	GRADE	GPT
ABCS301	COMPARATIVE CHORDATE BIOLOGY	2	D	2.00
ABCS303	COMPARATIVE ANIMAL PHYSIOLOGY	2	C	4.00
ABCS309	ANIMAL ECOLOGY	2	B+	7.00
ABCS311	SYSTEMATICS	1	B	3.00
ABCS321	COMPARATIVE CHORDATE BIOLOGY PRACTICAL	1	B	3.00
ABCS323	COMPARATIVE ANIMAL PHYSIOLOGY PRACTICAL	1	C+	2.50
BIOL315	PRINCIPLES OF GENETICS	3	B	9.00
BOTN311	VEGETATIVE ANATOMY OF SEED PLANTS	3	C	6.00
BOTN313	PHYCOLOGY	3	C	6.00
BOTN323	PRINCIPLES OF PLANT PROPAGATION CONSERVATION	3	B	9.00

SECOND SEMESTER LEVEL 300 CCT: 117 CCP: 109 GPA: 1.34 CGPA: 2.33

CODE	COURSE TITLE	CREDIT	GRADE	GPT
ABCS302	GENERAL ENTOMOLOGY	2	C	4.00
ABCS304	PUBLIC HEALTH ZOOLOGY	2	C	4.00
ABCS306	ZOOGEOGRAPHY	1	C+	2.50
ABCS314	PRINCIPLES OF CONSERVATION SCIENCE	2	C	4.00
ABCS318	AQUATIC BIOLOGY	2	E	1.00
ABCS322	ENTOMOLOGY PRACTICAL	1	D+	1.50
ABCS324	PUBLIC HEALTH ZOOLOGY PRACTICAL	1	B	3.00
ABCS330	ZOOLOGICAL FIELD STUDIES	2	D	2.00
BOTN312	WHOLE PLANT PHYSIOLOGY	3	F	0.00
BOTN314	TAXONOMY AND EVOLUTION OF SEED PLANTS	3	F	0.00
BOTN316	PLANT ECOLOGY OF WEST AFRICA	3	C+	7.50

NOTE: CCT: Cumulative Credits Taken

CCP: Cumulative Credits Pass

GPA: Grade Point Average

CGPA: Cumulative Grade Point Average



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FGPA: 2.29 Class: SECOND CLASS HONS (LOWER DIV)

Date Printed: 9 March 2020

ACADEMIC YEAR: 2018/2019 BACHELOR OF SCIENCE

FIRST SEMESTER	LEVEL 400	CCT: 139	CCP: 128	GPA: 1.82	CGPA: 2.25	CREDIT	GRADE	GPT
CODE	COURSE TITLE							
ABCS401	ANIMAL BEHAVIOUR					2	D	2.00
ABCS403	ENVIRONMENTAL PHYSIOLOGY					2	D+	3.00
ABCS407	LIMNOLOGY					2	B	6.00
ABCS409	MARINE BIOLOGY					2	C	4.00
ABCS413	CONSERVATION BIOLOGY					2	C+	5.00
ABCS421	RESEARCH AND PROJECT MANAGEMENT					2	C+	5.00
BOTN411	FUNGI AND LICHENS					3	D	3.00
BOTN413	CELL ULTRA STRUCTURE AND FUNCTIONS					3	F	0.00
BOTN415	EVOLUTION					2	B	6.00
FISH425	FISH STOCK ASSESSMENT					2	B	6.00

SECOND SEMESTER	LEVEL 400	CCT: 163	CCP: 152	GPA: 2.52	CGPA: 2.29	CREDIT	GRADE	GPT
CODE	COURSE TITLE							
ABCS402	MOLECULAR GENETICS AND BIOTECHNOLOGY					3	C+	7.50
ABCS410	FIELD TRIPS AND REPORTS					2	B	6.00
ABCS416	WILDLIFE MANAGEMENT					3	C	6.00
ABCS424	INNOVATIONS AND BUSINESS PLAN FOR BIOLOGISTS					2	C+	5.00
BOTN400	PROJECT					6	B	18.00
BOTN410	LANGUAGE FOR SCIENTISTS II					2	B	6.00
BOTN414	ECONOMIC BOTANY					3	C	6.00
BOTN422	FLORAL AND REPRODUCTIVE BIOLOGY					3	C	6.00

SUPPLEMENTARY EXAMS - DEC/JAN	LEVEL 400	CCT: 163	CCP: 160	GPA: 2.75	CGPA:	CREDIT	GRADE	GPT
CODE	COURSE TITLE							
ABCS318	AQUATIC BIOLOGY					2	B+	7.00
BOTN312	WHOLE PLANT PHYSIOLOGY					3	C	6.00
BOTN314	TAXONOMY AND EVOLUTION OF SEED PLANTS					3	B	9.00
SUPPLEMENTARY EXAMS - JULY	LEVEL 400	CCT: 163	CCP: 163	GPA: 1	CGPA: 2.43	CREDIT	GRADE	GPT
CODE	COURSE TITLE							
BOTN413	CELL ULTRA STRUCTURE AND FUNCTIONS					3	D	3.00

NOTE: CCT: Cumulative Credits Taken CCP: Cumulative Credits Pass GPA: Grade Point Average CGPA: Cumulative Grade Point Average



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Sex: Male

FGPA: 2.29

Class: SECOND CLASS HONS (LOWER DIV)

Date Printed: 9 March 2020

*Acting Director (Academic Affairs Directorate)*



NOTE: CCT: Cumulative Credits Taken

CCP: Cumulative Credits Pass

GPA: Grade Point Average

CGPA: Cumulative Grade Point Average

## **GRADING SYSTEM**

The University of Ghana has since 2010/2011 Academic year introduced a Four -Year Bachelor's degree programme and has subsequently revised the grading system as follows:

### **Undergraduate and Sub-degree Programmes:**

<u>Grade</u>	<u>Grade Point</u>	<u>Interpretation</u>
A	4.00	Outstanding
B+	3.50	Very Good
B	3.00	Good
C+	2.50	Fairly Good
C	2.00	Average
D+	1.50	Below Average
D	1.00	Marginal Pass
E	0.50	Unsatisfactory
F	0	Fail

### **Graduate Programmes:**

<u>Grade</u>	<u>Grade Point</u>	<u>Interpretation</u>
A	4.00	Excellent
B+	3.50	Very Good
B	2.50	Good
C	2.00	Pass
D	1.50	Fail
F	1.00	Fail

### **Other Grades:**

<u>Grade</u>	<u>Grade Point</u>	<u>Interpretation</u>
X	0	Fail
Z	0	Disqualification
I	0	Incomplete
Y	0	Continuing
AUDI	0	Audit

**Audit:** A grade AUDI shall be awarded for attendance at lectures without examination, or where an examination is taken, no mark is returned for good reasons.

## **CLASSIFICATION OF DEGREE**

The classification of the undergraduate degree is based on the value of the Final Grade Point Average (FGPA).

All end-of-semester examination results from Level 100, including University and Faculty/School required courses, are taken into account in the computation of the FGPA for the classification of the Bachelor's degree.

The **Grade AUDI** is not taken into account in the calculation of the FGPA.

The full scheme of classification is as follows:

### **Bachelor's Degree Programmes:**

<u>Class of Degree</u>	<u>Range of FGPA</u>
First Class	3.60 - 4.0
Second Class (Upper Division)	3.00 - 3.59
Second Class (Lower)	2.00 - 2.99
Third Class	1.50 - 1.99
Pass	1.00 - 1.49
Fail (No Award)	0 - 0.99

### **Certificates/ Diploma Programmes:**

<u>Classification</u>	<u>Range of FGPA</u>
Distinction	3.75 - 4.00
Pass	1.00 - 3.74
Fail (No Award)	0 - 0.99

**Graduate Degree Programmes** are not classified.

The authenticity of this transcript and any other enquiries should be addressed to:

**THE DIRECTOR  
ACADEMIC AFFAIRS DIRECTORATE  
UNIVERSITY OF GHANA  
P. O. BOX LG 25  
LEGON, GHANA**

**TEL: 233-302-514552  
FAX: 233-302-501967, 233-302-500306  
EMAIL: [academic@ug.edu.gh](mailto:academic@ug.edu.gh)**

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2007061225



SCAN ME

**Certificate**  
of  
**NATIONAL SERVICE**

Name ESSUMAN RICHARD

Institution attended UNIVERSITY OF GHANA

Qualification BACHELOR OF SCIENCE (ANIMAL BIOLOGY AND CONSERVATION SCIENCES AND BOTANY )

NSS Number NSSGUG3324919

Place of Service GA NORTH MUNICIPAL HOSPITAL

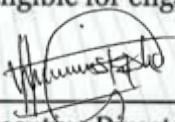
Region/District GA NORTH MUNICIPAL

Year/Period of Service 2019/2020

Having successfully completed his/her mandatory National Service,  
has satisfied the requirement of the National Service act 426, 1980,  
of the Republic of Ghana and is eligible for engagement in any employment.



Republic of Ghana

  
\_\_\_\_\_  
Executive Director  
National Service Scheme



Signed this .. 4TH day of .. JULY ..... 20.....