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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

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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