

Andrews Kofi Akoto-Addo
P. O. Box CO 2481
Tema, Ghana

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The Human Resources Manager
United Nations Office for Project Services
P. O. Box 2695, 2100
Copenhagen, Denmark

Dear Human Resources Manager,

APPLICATION FOR HUMAN RESOURCES INTERNSHIP POSITION

With my exclusive mix of experiences in human resource administration and workshop facilitation, my Bachelor in Business Administration, with Human Resource Management as a major, combined with my enthusiasm in Health, Environmental Sustainability and the field of Development in general, I believe I am an excellent fit for an Internship with the UNOPS duty station in Geneva, Switzerland.

I am currently volunteering as a teaching assistant in my undergraduate university in Performance Management, Human Resource Planning and Organisational Development. I support students facing difficulties with their academics to gain a better understanding of the above-mentioned subjects or any subject that I may have knowledge of. Previously, I worked with the UNDP Ghana as a National Service Person, first in the Human Resource Unit before been moved to the Office of the Resident Representative due to the need for an administrative assistant that will complement the work of the Executive Associate in terms of recording minutes, summarizing reports and generally supporting the efficient running of the office.

I have in-depth knowledge and understanding of working in an international environment, with well-rooted enlightenment on humanitarian contexts and teamwork. With a teachable attitude, learning new things comes easy to me. Therefore, I believe I will be an asset to the Human Resources Department and to UNOPS in general.

I welcome any opportunity for further discussions. I thank you in advance for reviewing my application.

Yours sincerely,
Andrews Kofi Akoto-Addo

Email: andrewakotoaddo@gmail.com

Cell: +233551441428

Skype: andrewakotoaddo