

12<sup>th</sup> September 2019.

The Human Resource Manager,

Weddi Africa,

Ghana.

Dear Sir/Madam,

In line with my passion, skill set and future career plans, I write to express my interest in your reputable firm.

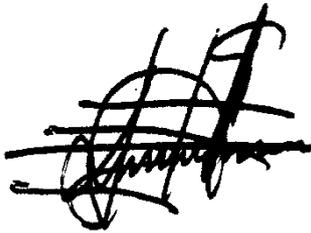
I hold a Bachelor's degree in Information Technology from the University of Cape Coast, Ghana. I possess a pro-active management style, a 'can do' attitude towards seemingly unsolvable problems, and I am comfortable with being the 'go to' Information Technology person in a company. I view my strong work ethics, good interpersonal relationship skills, self-motivation, high sense of responsibility, innovation, dedication to task completion and leadership abilities as my greatest assets.

I worked as an intern at Prismodial Company Limited, a private software development and geoinformatics firm. Here I was first able to apply my academic knowledge of information technology to real world problems using various technologies. Working with staff during busy periods opened my eyes as to how proper planning and a dynamic team environment could overcome even the most complex and overwhelming tasks. I learned to tackle problems head on but also to always look for the most efficient and effective way to solve problems. I was later given the opportunity receive client's specifications and provide solutions. I was given the mandate to both create and execute tasks, giving me insight into both the role of a staff developer as well as that of a Tech Lead. Managing clients has taught me how to manage my time by placing priority on tasks and deadlines to avoid penalties and pay attention to details. On top of this I possess a good server administration and configuration for both Unix Based Operation Systems and Windows. I have the required communication skills needed to build long lasting relationships with teams.

My skill set aligns quite well with your firm's areas of expertise I feel that I have all the relevant working experience and academic qualifications that you are looking for in a candidate and I am confident I will be an excellent addition to your organisation .In addition to my knowledge base, I actively seek out new technologies and stay up-to-date on industry trends and advancements.

I have attached a copy of my cv detailing my experience. In it you will see that I can actively lead, provide and participate in the various aspects of information Technology direction of a firm so that it reaches its growth targets profitably. I believe I could swiftly surpass your expectations for this role. I hope you will give me the opportunity to discuss my application with you in more detail as I am very excited at the possibility of working for your firm.

Best regards,

A handwritten signature in black ink, appearing to read 'Ferdinand Prempeh Kwarteng', with a large, stylized initial 'F' at the top.

Ferdinand Prempeh Kwarteng

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