

Mr. Deh Willfall  
HR Manager  
Glo Ghana Ltd  
Accra, Ghana

Dear Sir,

I am a degree holder from Kwame Nkrumah University of Science and Technology and I would like to apply for the position of Civil Engineer in your highly esteemed company. I have seen your advertisement for this job opening from the Daily Graphic.

I have attached in this letter my curriculum vitae to be able to provide you with some information on my educational background as well as my experiences in the field of engineering. I had my internship at the Global Highways in Accra and from that I was able to develop my skills and broaden my knowledge in this field of my specialization.

Having mentioned my qualifications, I believe that I would be an asset to your company if ever I will be hired for the position.

I would be very willing to submit myself for an interview at your most convenient time. I will confirm my interview by calling your office tomorrow. I would be very glad to be scheduled for an interview with you. Thank you.

Sincerely Yours,

Denis Williams