

Helena Gardiner

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P O.Box CE 12356 Tema

To

Recipient Name

Recipient Designation

University Name

University Address

Date

Dear Recipient Name,

My name is Helena Gardiner and I am writing this letter to apply for admission to the offered by department of the university. It has been a personal goal to study this course at this prestigious university and to learn from the best of the intellectuals.

I have been following the journey of the university since my initial educative years. I believe in the objectives and the ethics of this esteemed institution. To say the least, it will be a huge and great honour to be able to study here. I assure that I will follow all the university rules and will continue to maintain its high standards of intellect. The copies of my high school transcript and other relevant documents which may help the decision regarding the admission are enclosed with this letter.

I have also applied for the in-house residential arrangements in the college campus and hope that both of my applications will be duly considered. I hope that my dream of studying here comes true and I can take forward the legacy of the institution. Eagerly awaiting a reply regarding the admissions to the program,

Sincerely

Helena Gardiner

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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **Ghana health service** 2019 - 2021
Staff midwife
- **New life hospital** 2019 January - 2019 April
Staff midwife
Worked as nurse midwife on locum basis

Education

- **Nurse's and midwives training college,cape coast** 2016
Registered midwifery
Registered midwife
- **Mim senior high school** 2008-2012
Home Economics

Skills

- Ultrasound scan
- Penal surgeon