

23rd January, 2020

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REQUEST FOR ATTACHMENT

I write to introduce the student below from the Institute of Chartered Economists – Ghana, for whom we are requesting an opportunity for internship in your organization.

NAME : PHILOMENA AHIAGBEDE
COURSE : CHARTERED ECONOMIST PROGRAMME
LEVEL : INTERMEDIATE

She is looking for practical internship, with the view to acquire some employability skills and consolidate the theoretical knowledge acquired.

She is humble, reliable and possesses a pleasant personality which are qualities needed in any discipline. I would be very grateful if you could offer her the opportunity as an intern in your organization.

Kindly contact her on + (233) 241167272 or philomenacollins63@gmail.com for further discussion. It would also be relevant if you would send a copy of your reply to us at the above email address for documentation purposes.

Thank you

Yours sincerely,

Rose Ofosuhemaa
Registrar

INTERNSHIP ASSESSMENT FORM

NAME OF INTERN:

COURSE OF STUDY:

LEVEL:

CONTACT:

NAME OF INSTITUTION/ORGANIZATION:

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HEAD OF INSTITUTION/ORGANIZATION:

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Kindly assess intern on the following

	Excellent	Very Good	Good	Average	Not satisfactory
Punctuality					
Attitude towards Work					
Sense of Responsibility					
Initiative					
Respect for Authority					
Respect for Colleagues					
Willingness to learn					