

July 13, 2022

HR Department

Therma - ColInspect Philippines Inc.

Cebu IT Park

Dear Ma'am/Sir:

Good Day! I am Edgar Alcover Jr. a fourth year college student from University of Cebu Lapu-Lapu and Mandaue campus. In partial fulfillment of the requirements of Bachelor of Science in Computer Technology. I am required to have an On-The-Job Training (OJT) for a minimum of 540 hours or an equivalent of 68 days.

I am humbly applying to be a trainee or an intern in your prestigious company because I believe that the experience I will gain will widen my knowledge about my course and will open more opportunities in the future.

I hope for your favorable response regarding my application.

Thank you.

Sincerely yours,

Edgar Alcover Jr.

BSIT student