

November 20, 2012

DJOVI R. DURANTE, CPA

Officer –in –Charge

Batanes State College

Basco, Batanes

Thru:

MR. RODERICK Y. ABAD

Acting Chairperson, ITE Department

Sir:

Greeting!

I would like to express my sincere desire to apply for an On-The-Job training program in this institution. I am Jovito D. Gabion Jr. III, a senior, taking up Bachelor of Science in Information Technology at this institution.

Our course curriculum requires us to have 456-hours supervised industry training that aims to complement the concept and theories we have learned, to the development of our full potential, through exposure to the actual field work.

Please see my enclosed resume for additional information.

Thank you for your time and consideration.

Sincerely,

JOVITO D. GABION JR. III

Applicant