**Mike Angel A. Manipon**  
Prk6, Brgy Ising  
Carmen, Davao del Norte, Philippines  
mikemanipon47@gmail.com  
09610222593

**[Date]**

[Recipient Name]  
[Position]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I am writing to express my interest in OJT at [company name], as advertised. With a Bachelor of Science in Information Technology from Davao del Norte State College and relevant professional experience, I am eager to bring my skills and dedication to your esteemed organization.

During my tenure as a Non-Voice Agent at the Internal Avatar Team, I honed skills in market analysis, lead generation, and client engagement in a fast-paced, technology-driven environment. My role involved delivering high-quality results through efficient data handling and proactive problem-solving.

I have also cultivated a diverse skill set that includes:

* **Data Entry** and **Data Statistics**
* **Mobile Software Development** and **Basic Programming**
* **Graphic Design** and **Video Editing**
* Proficiency in **Project Management** and **Computer Basics**

These skills align closely with the requirements of [specific position] at your organization. I take pride in my ability to adapt and excel in dynamic environments, ensuring successful project outcomes.

I am enthusiastic about the opportunity to contribute to your team’s success and further develop my expertise in [specific area related to the company/position]. I am particularly impressed by [mention something specific about the company if known], and I am eager to bring my passion for [your professional interest] to your innovative team.

Thank you for considering my application. I am available at your convenience for an interview and can be reached at 09610222593 or mikemanipon47@gmail.com. I look forward to the opportunity to discuss how my qualifications align with your needs.

Sincerely,

**Mike Angel A. Manipon**