February 13, 2023

**AMIEL DENZMEER FANDIÑO**

President/ Owner

Fix IT.

Dear Amiel Denzmeer Fandiño:

Greetings.

As part of our academic requirements this semester, I am writing this letter

to express my interest in applying for an internship in your reputed

company as an Admin Intern under Office Administration Department. I

am required to acquire my internship with the following conditions.

•To render a total of 300-hours

•With a scheduled days of availability: (MWF) Monday, Wednesday,

and Friday. Willing to work during weekends (Saturday)

•9:00 am-6:00 pm

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As part of our academic requirements this semester, I am writing this letter to express my interest in applying for an internship in your reputed institution. I am required to finish my ***486***-hour internship program.

I am currently a fourth-year student taking up Bachelor of Science in Information Technology at the Pamantasan ng Lungsod ng San Pablo City Laguna. We are tasked to garner our internship with a company that offers online or physical reporting on-the-job training and is willing to sign a memorandum of agreement (MOA) with the university. Having the fact that your company has given me comfort and delight to know that you have an offering that is aligned with my course and internship conditions.

I am looking forward to your company’s help for students like me who are thriving to complete such endeavors in preparation for us to become equipped professionals in the future. I would be glad to be given a chance of your company’s internship program and its opportunities as an information technology student. You can also connect with me through my mobile no. 09458262158

Thank you for your kind consideration and have a great day.

Respectfully yours,

**MARK LAURENCE O. BONGULTO**

OJT applicant

*Enc: Curriculum Vitae*