Teacher’s Village, Villa Kananga

Butuan City, Agusan del Norte, 8610

January 13, 2025

**GLEN A. PETILLA**

PARO II

Department of Agrarian Reform Provincial Office

Jose Rosales Ave, Butuan City

Dear Ma’am:

Good day! I am writing to express my intent to apply for an internship position as part of the requirements for the On-the-Job Training program for my degree. My resume is enclosed for your reference.

I am a fourth-year student pursuing a Bachelor of Science in Information Systems at Caraga State University. Through my academic coursework, I have developed knowledge in information systems, project management, databases, and programming fundamentals. I am also experienced in using Microsoft Excel and other office productivity tools. I am eager to apply these skills in a professional setting and gain practical experience that will contribute to my growth.

In addition to my academic background, I had the opportunity to assist my aunt, a barangay bookkeeper, during a summer job. My responsibilities included data entry and organizing financial records, which allowed me to develop strong organizational skills. These experiences have enhanced my ability to streamline paperwork and ensure reliable documentation—capabilities I believe align well with the operational needs of your department.

I am hoping that you will give me the opportunity to apply what I have learned during my studies, as I am eager to learn and adapt in a professional setting. I believe this experience will help me grow both personally and professionally.

Thank you for considering my application. I look forward to your response.

Respectfully yours,

Steffany L. Aclan