**Faith Cerena**

Brgy. 62-B Kalipayan, Sagkahan

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June \_\_, 2018

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Dear Ma’am/Sir:

I am an incoming fourth year Bachelor of Science in Computer Science (BSCS) student of the University of the Philippines-Visayas Tacloban College. I am required to have an On-the-Job Training (OJT) for a minimum of 200 hours or an equivalent of 25 days starting the month of June 2018.

I would like to apply as a trainee of any position that related to my course, because I believe that the training and experience I will acquire will broaden my knowledge about my course.

Please see my curriculum vitae (CV) and True Copy of Grades (TCG) for additional information.

Thank you for your time and consideration that you may give to this letter of application.

Sincerely,

**FAITH CERENA**

Applicant