﻿

March 11, 2017

(Name) (Position)

(Company)

(Address)

Dear Sir/Madam:

Greetings!

I am Jean Henri Mendoza, a Bachelor of Science in Information Technology student of Cebu Eastern College is required to undergo one of our course's requirement called IT Prac41: Practicum/Internship. This six hundred (600) hour internship aims to develop the skills of us students in our chosen field of endeavor, apply the concepts learned in school, and prepare us for the challenges of the profession.

﻿

In this regard, I have come to recognize the value of having my internship in your firm. Your firm would provide invaluable contribution to my development as a future professional and business leader. Thus, I manifest my intention to have my internship in your firm. Further, attached with this letter is my resume and copy of grades for your perusal.

Hoping for your favorable action on this matter. Thank you and more power.

Very truly yours,

Jean Henri Mendoza

Student

Noted by:

NOEL N. ALMASCO Internship Coordinator