June 10, 2022

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Good day Director \_\_\_\_\_\_\_\_\_\_\_\_\_:

Greetings of peace!

I, Jannelle E. Guivencan studying in the batch of 2019-2023 at the Technological University of the Philippines is looking for an internship. As part of my program, I will be asked to undergo an internship in which I will learn about the tasks and responsibilities of the potential work profile to which I will be considering.

I came across your organization when making a list of prospective company names, and it meets the requirements I have. Also, I believe that having an internship with your organization would provide me with the ideal hands-on experience.

I sincerely anticipate hearing from you regarding the possibilities and opportunity. To discuss other matters in better detail, I'd like it if you could give me some time in in your suitable time in either face-to-face or online meeting.

Thank you very much. God Bless.

Sincerely yours:

**Jannelle E. Guivencan**

Noted by:

**Mr. Ivan Ancero DIR. Selfa Briones**

Section Head – BTVTEd Campus Director