

February 10, 2023

Eastern Visayas State University  
Salazar Street, Quarry District, Tacloban City  
Attn: Information Technology Department

Dear Information Technology Department,

I am a graduating student taking up a four-year Bachelor of Science in Information Technology at Eastern Visayas State University Salazar Street, Quarry District, Tacloban City 6500 Philippines. I am required to undergo an On the Job Training (OJT) for a minimum of 486 hours. This is in partial fulfillment of the requirements of the course.

I am applying in your company as a trainee because I believe that the experienced I will obtain will surely enhance my skills and acquired additional knowledge in the field Information Technology.

I am hoping for your favorable feedback with this application. You can reach me at 09156965797 at your most available time. Thank you and God bless!

Respectfully yours,

Kenneth P. Palencia  
Applicant