

February 10, 2023

Benjamin Chu Ngo

Manager/ Studio Owner

Brgy. 97, Cabalawan Tacloban City

Dear Mr. Benjamin,

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 09164326032 at your most available time. Thank you and God bless!

Respectfully yours,

Rumples M. Lingaolingao Jr.

Applicant