

Date January 14, 2025

Dr. Arwin O. Razo

Regional Director

Department of Social Welfare and Development

Regional Office VI

Molo, Iloilo City

Dear Madam/Sir,

In the next few months, I will be finishing my Bachelors degree in Information Technology from Iloilo Science And Technology University. Currently, I am looking for various internships opportunities. I am writing as to whether you have any vacancies within your company. I am excited to express my interest in a 600-hour internship with the Department of Social Welfare and Development. Please consider this letter as my formal application for this valuable opportunity.

In addition, my technical abilities throughout my studies and freelance career, I have honed my expertise in developing efficient and innovative solutions for a variety of projects. These experiences cultivated my teamwork, leadership, and communication skills, which I consider invaluable in a collaborative work environment. My dedication to continuous learning and my proactive approach to problem-solving make me confident in contributing meaningfully to your organization. I want to receive this opportunity of working at your institution, so I can share my learning's. I have enclosed my resume along with this application letter. If you require any additional information, you can reach me at 09667555398.

Thank very much.

Sincerely,

Isaac Asreil D. Sermona

Applicant