

March 17, 2023

Division Office of Quezon City

#43 Ecija St. Bago Bantay Quezon City

I am a graduating student studying a four-year bachelor's degree in information technology at Bestlink College in the Philippines. I must have at least 250 hours of on-the-job training (OJT). This partially fulfills the requirements for this course.

I'm applying to work as a trainee at your organization because I think the experience, I'll gain will help me improve my abilities and learn more about information technology.

I'm hoping you'll give this application a positive response. You can get in touch with me at 09121859602 any time that suits you. I appreciate your attention, time, and prompt reply.

Respectfully yours,

Clifford C. Roaquin

Applicant