

Poblacion, Medellin, Cebu  
November 21, 2025

MR. RONALD B. DONAYRE  
Branch Lite Head  
FIRST PHILIPPINE PARTNERS BANK  
Bogo City, Cebu

Dear Mr. Donayre,

Greetings!

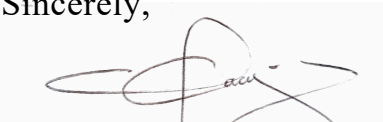
I am writing to formally express my intention to apply for an On-the-Job Training (OJT) position at First Philippine Partners Bank – Rural Bank. I am currently a fourth-year Bachelor of Science in Business Administration major in Financial Management student at St. Louise de Marillac College of Bogo, and I am required to complete 600 hours of supervised training beginning December 1, 2025 until March 23, 2026.

I believe I can contribute meaningfully to your institution as I bring with me strong academic and leadership credentials. I am a Civil Service Eligibility (CSE) passer, a consistent Dean’s Lister, and an active student council member, achievements that reflect my commitment, discipline, and strong work ethic. I also have hands-on finance experience, having served as Senior Cashier, where I handled payments, records, and daily balancing—skills that align well with banking operations.

Given these experiences, I am confident that training in your institution will further strengthen my knowledge in financial services, customer handling, administrative tasks, and day-to-day banking transactions. I am highly motivated, eager to learn, and willing to perform duties that will help me grow professionally.

Attached herewith is my résumé for your reference. I would be truly grateful for the opportunity to be part of your team. Thank you, and I look forward to your favorable response.

Sincerely,



**GLACY JEEL GOOPIO RIVAL**  
**Bachelor of Science in Business Administration**  
**Major in Financial Management**

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