

Steven Ace D. Dillera

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Dear Ma'am/Sir,

**The Human Resource
Manager**

7th–10th Floor, Cybergate 1,
Robinsons Pioneer Complex,
Pioneer Street, Mandaluyong
City, Metro Manila

I am a third-year Bachelor of Science in Information Technology (BSIT) student from Filamer Christian University and would like to express my interest in completing my internship or on-the-job training (OJT) in your company. Although I understand there is no current posting for IT interns, I am eager to be part of your organization should an opportunity arise.

My academic background has provided me with skills in web development, database management, hardware troubleshooting, and system analysis. I am passionate about learning new technologies and applying them to solve practical problems.

Enclosed is my résumé for your review. I hope to be given the chance to contribute to your IT team while gaining valuable hands-on experience. Thank you for your time and consideration.

Sincerely,



Steven Ace D. Dillera