

July 3, 2025

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The Manager
Human Resources Department
Philpost – Dumaguete City Post Office
Sta. Catalina Street
Dumaguete City, Negros Oriental, 6200

Subject: Application for Internship (OJT)

Dear Sir/Madam,

Good day!

I am Earl John S. Solicar, an incoming fourth-year student of Bachelor of Science in Information Technology at Negros Oriental State University. I am writing to express my interest in undergoing my On-the-Job Training (OJT) at the PhilPost – Dumaguete City Post Office as part of our academic requirement of 300 internship hours.

I am particularly interested in being assigned to your operations department, where I hope to apply and further develop my skills in a real-world setting. I believe that interning at PhilPost, a well-established institution known for its public service and operational excellence, will greatly enhance my knowledge and work experience.

I am a detail-oriented, and eager to contribute to a team-oriented environment. I am confident that the skills and discipline I have gained throughout my academic journey and work experiences will allow me to make a positive contribution during my training period.

Attached my resume for your reference. I am hoping for your kind consideration and would be glad to attend an interview at your convenience.

Thank you and I look forward to your positive response.

Respectfully yours,

Earl John Sumagang Solicar
Incoming 4th Year Student
Negros Oriental State University