

September 2025

Mr. Nino Enrico C. Cabredo  
Head, Talent Acquisition  
GLOBE TELECOM, INC.  
The Globe Tower 32nd Street corner 7th Avenue  
Davao del Sur, 8000

Mr.Nino,

Greetings!

I am writing to formally express my interest in applying for an On-the-Job Training (OJT) position at GLOBE TELECOM, Inc. I am currently a fourth-year Bachelor of Science in InformationTechnology (BSIT) student at the University of Mindanao, and as part of our academic curriculum, we are required to complete a specified number of training hours in a professional environment related to our field of study.

I am particularly drawn to your department because of its excellent reputation and meaningful contributions to the industry. I believe that an OJT experience with your team would not only allow me to apply my technical knowledge in a real-world setting but also give me the opportunity to contribute positively to your operations.

Throughout my academic journey, I have gained foundational knowledge in Front-end Development, UI/UX, Data Analysis, and Figma, and I am eager to further enhance these skills through practical exposure. I consider myself hardworking, adaptable, and committed to continuous learning qualities that I believe will make me a valuable trainee in your organization.

I would be truly grateful for the opportunity to train under your guidance and to gain meaningful professional experience. Thank you for considering my application. I look forward to the possibility of contributing to your department while honing my skills.

Respectfully yours,  
Necolo Earl Tekiko

