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Dr, John C. De Leon

Executive Director

Philippine Rice Research Institute - Central Experiment Station

Maligaya, Science City of Muñoz, Nueva Ecija

Subject: Application for On-the-Job Training Opportunity

Dear Dr, John C. De Leon,

I am writing to express my interest in joining your On-the-Job Training (OJT) program at the Philippine Rice Research Institute - Central Experiment Station. I am a 4th-year Bachelor of Science in Information Technology student at Central Luzon State University, majoring in System Development. As part of my academic requirements, I need to complete a minimum of 486 hours of on-the-job training, and I am eager to fulfill this requirement by contributing my skills to your esteemed organization.

Over the course of my academic career, I have developed a strong foundation in software development and information technology. I am proficient in tools such as Visual Studio Code and have hands-on experience with technologies including HTML, CSS, PHP, React, Laravel, and Flutter with Dart, which I used extensively in recent projects. I am also proficient in utilizing Firebase for backend services and Git for version control.

For design tasks, I am knowledgeable in Figma and Canva, and I have a working knowledge of Microsoft Word, Excel, and PowerPoint. My ability to combine technical expertise with creative tools has enabled me to deliver effective solutions in both academic and collaborative projects.

I am particularly inspired by the innovative work at your organization and am enthusiastic about the opportunity to apply my knowledge in a meaningful way. I am confident that collaborating with professionals will provide me with invaluable industry experience while allowing me to contribute to your mission.

Sincerely,

John Vincent T. Macayanan