

January 24, 2025

Human Resource Department

Allure Hotel and Suites

Bakilid, A.S. Fortuna St. Mandaue City, Cebu

Dear Sir/Ma'am,

I am writing to express my intent to apply for an On-the-Job Training (OJT) position as part of the Bachelor of Science in Hospitality Management curriculum at University of Cebu-Banilad Campus.

I am currently a 4th year student pursuing a Bachelor of Science in Hospitality Management. During my 2nd year, I worked as an OJT in one of the restaurants in Cebu City. My experiences have instilled in me the qualities of professionalism, attention to detail, and customer service quality, which I hope to improve upon during my OJT.

I am excited to utilize my knowledge and talents in a professional context while acquiring relevant industry experience to help me prepare for my future career. With this opportunity, I am confident that I will be able to contribute significantly to the institution's aims while also growing personally and professionally.

Attached to this letter is my supporting documents for your reference. I am available for an interview at your most convenient time and can be reached at 09627077261 or chandlermiro@gmail.com.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

Jack Chandler Miro

OJT Applicant