January 23, 2025

**Atty. Gline K. Mirasol**

OIC - HR, Legal & Admin

Mapalad Energy Generating Corporation

Sitio Mapalad, Dalipuga, Iligan City, Lanao del Norte

Dear Sir,

I am writing to express my interest in an internship position at Mapalad Energy Generating Corporation. As a Bachelor of Science in Information Technology student at St. Michael’s College of Iligan Inc., I am eager to apply my academic knowledge and skills to contribute to your organization.

During my studies, I have developed strong abilities in IT and administrative tasks, including organizing, prioritizing, and preparing detailed reports. My proactive learning approach, adaptability, and interpersonal skills have been honed through both academic projects and campus activities.

I am confident that this internship will provide an opportunity for me to further enhance my skills while contributing to your team. You can reach me at 0993-521-6683 or jtongshs@gmail.com. I look forward to the possibility of working with you.

Yours faithfully,

Joshua Sheng Ji U. Tong