**Mr. Ramiro M. Cruz  
District Engineer  
Department of Public Works and Highways (DPWH)  
Bulacan 2nd District Engineering Office,**

**Pulong Buhangin, Sta. Maria, Bulacan**

**May 28, 2019**

**Dear Mr. Cruz,**

Greetings!

A pleasant day to you. I am Marielle DS. Mateo, a graduate of Bachelor of Science in Accounting Technology from STI College Sta. Maria. I want to convey my desire to become a part of Department of Public Works and Highways. I am writing to express my interest for an Office Position in your company.

I wish to bring my knowledge, skills and commitment to excel more in your company’s innovative environment.

My internship at Land Bank of the Philippines helps me to gain valuable work experience, explore my career path, developed my skills and gain confidence.

For additional details regarding my qualification and expertise, please review my attached resume.

Thank you for taking the time to consider this application and I look forward to hearing from you about this opportunity.

**Sincerely,**

**MARIELLE DS. MATEO**