

February 27, 2024

Atty. Abelardo Quilaton Jr.
Chief Executive Officer
Quilaton Law Office
Park Centrale, Bldg. Jose Maria del Mar St, Apas, Cebu City

Dear Atty. Quilaton,

I'm reaching out to express my keen interest in securing an On-The-Job Training (OJT) opportunity at Quilaton Law Office. I'm Joshua N. Maquimot, currently in my fourth year pursuing a Bachelor of Science in Information Systems (BSIS) at Carlos Hilado Memorial State University – Talisay. As part of my degree requirements, I must complete a minimum of 600 hours of practical training.

I am excited about the prospect of contributing to your esteemed organization. I am confident that the dynamic environment and varied tasks at Quilaton Law Office will not only provide me with invaluable experience but also elevate my communication and administrative skills to new heights.

The solid academic grounding I've received at CHMSU – Talisay has equipped me with the requisite knowledge and skills for a successful career in Information Systems. Therefore, an internship with your firm presents an ideal opportunity to apply my learning and further hone my abilities.

Attached herewith are my pertinent documents for your reference.

I can be reached via Gmail at jnmaquimot.chmsu@gmail.com or by phone number 09489960176.

I sincerely appreciate your consideration of my application and eagerly anticipate a positive response.

Thank you for your time and attention.

Yours sincerely,

JOSHUA N. MAQUIMOT
Trainee, BSIS IV
College of Computer Studies