

December 11, 2025

Lyca Marie O. Antoque

Lapu-Lapu Ext.,
Digos City, Davao del Sur

Mr. Jonathan Reyes

HR Manager
NexLogic Digital Solutions
Damosa IT Park, Davao City

Mr. Reyes:

This letter serves as a formal application for the **On-the-Job Training position in Technical Support** as part of the Bachelor of Science in Information Technology program at UM Digos College.

Technical preparation includes basic hardware and software troubleshooting, workstation maintenance, application installation, and LAN fundamentals. Previous internship experience at Hubport Interactive strengthened these skills through hands-on tasks such as diagnosing minor technical issues, assisting staff with software and hardware concerns, and ensuring that workstations remained functional and secure for daily operations.

Further exposure was gained in documenting technical concerns, coordinating with team members, and supporting routine IT tasks. These activities helped develop patience, adaptability, accuracy, and analytical thinking key qualities needed for effective technical support work.

NexLogic Digital Solutions' commitment to high-quality IT services makes it an ideal environment for meaningful training. Learning from your technical team would provide valuable preparation for real-world industry requirements.

Thank you for your time and consideration. Availability for interview or evaluation is open at your convenience. Contact can be established via mobile at **0915-535-9502** or through email at lycamarieantoque@gmail.com.

Respectfully yours,



Lyca Marie O. Antoque
OJT Applicant