



University of Southeastern Philippines

College of Information and Computing

June 24, 2025

MERLINA H. JURUENA, PHD

Director Research and Development Divisions University of Southeastern Philippines, Bo. Obrero, Davao City, Philippines

Dear Ms. / Mr. Name,

Greetings of peace!

I am a Bachelor of Science in Information Technology student from the College of Information and Computing, currently seeking an opportunity to apply my academic knowledge and technical skills in a real-world setting through an on-the-job training placement in your esteemed division.

I am eager to contribute my abilities while gaining practical experience that will support my growth both personally and professionally. I am also committed to supporting your team's goals and learning from your expertise throughout the duration of the internship.

Thank you for considering my application. I would be grateful for the opportunity to further discuss how I can contribute to your organization during my internship.

Sincerely,


MIKE TROY B. BALBUENA
BSIT Student Intern

Noted:

NANCY S. MOZO
OJT Supervisor

VISION: PREMIER RESEARCH UNIVERSITY TRANSFORMING COMMUNITIES IN THE ASEAN AND BEYOND

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