

December 12, 2024

HR Manager

Human Resource Department
Active Systems Software Inc.
2/F Tomas Saco Scapes, Tomas Saco Street,
Macasandig, Cagayan De Oro City

Dear Ma'am/Sir,

I am writing to express my interest in an internship position at Active Systems Software Inc. 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. Enclosed is my resume for your review. You can reach me at 0976-249-8586 or jsumalpong43@gmail.com. I look forward to the possibility of working with you.

Yours faithfully,

Jayrald M. Sumalpong