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Dear Sir/Madam,

Greetings of peace this holiday season!

I would like to express my sincere desire to apply for a student internship in your most valuable company. I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a senior *Bachelor of Science in Information Technology (BSIT)* Student or *Bachelor of Science in Entertainment and Multimedia Computing (BS EMC)* student of Bukidnon State University.

Our course curriculum requires *490 hours (BSIT)*/*470 hours (BSEMC)* internship/on-the-job training (OJT)/practicum, a supervised industry training, which aims to complement the concept and theories we have learned from school, and to develop our full potential through exposure to the actual field of work.

Please see my enclosed resume for additional information.

Thank you and looking forward to hearing from you soon.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*BSIT/BSEMC* Student