



Marist Brothers
Notre Dame of Dadiangas University
Marist Avenue, General Santos City

2025 November 7

Brigada

Dear Sir/Ma'am,

I am writing to show my strong interest in applying for an On-the-Job Training (OJT) position at Brigada. I am a fourth-year student at Notre Dame of Dadiangas University, taking up a Bachelor of Science in Information Technology. As part of my course, I need to undergo an OJT, and I am excited to learn by doing to supplement my theoretical knowledge.

I am especially attracted to your company due to its solid reputation of serving varied clients all over the nation. My assumption is that learning in this dynamic setting will expose me to practical IT methods. From my course work and projects, I have gained a good background in networking, system upkeep, and IT support. I am sure that I can utilize these skills efficiently as well as learn new things about network administration, system analysis, and IT troubleshooting.

I am strongly motivated to become a member of your team and continue enhancing my technical competencies with your guidance. My resume is enclosed for your information. I would like to discuss how my qualifications and passion can benefit you during my OJT, and how this can aid me in personal growth.

Thank you for your consideration and time. I eagerly await the prospect of becoming a member of your staff and learning from the professionals at Brigada.

Sincerely,

Noted By:

Jaymarc T. Bagang

Applicant

(SGD)ENGR. KELVIN S. ESCOLANO Meng'g-CE

Acting Dean, College of Engineering, Architecture and Technology