



**Portez, Timothy P.**

January 20, 2025

Dean Ariel Kelly Balan  
School of Information Technology  
Mapua University  
658 Muralla St., Intramuros, Manila 1002, Philippines

**CONTACT  
DETAILS**



**ADDRESS**

7283, J. Victor St.,  
Pio del pilar, Makati  
City



**PHONE**

+639772828903



**EMAIL**

tpportez@mymail.mapu  
a.edu.ph

Dear Dean Balan,

I am writing to express my interest in the Work Immersion trainee position at the School of Information Technology in Mapua University Intramuros. I am eager to gain hands-on experience in the different fields of Information Technology and believe that the School of Information Technology in Mapua University Intramuros offers a unique opportunity for growth and skill development.

Through my academic journey and extracurricular activities, I have developed strong analytical skills that I am confident will be valuable during the work immersion. I am particularly interested in learning more about programming physics simulations, which are crucial for my future career goals that are within the engineering field. My proactive approach to learning and adaptability will enable me to contribute effectively.

Enclosed with this cover letter is my Resume, which provides further details about my qualifications. Thank you for your time and consideration. Please refer to the contact details provided for any updates regarding my application. I look forward to the possibility of contributing to and learning from the team at School of Information Technology in Mapua University Intramuros.

Sincerely,

Timothy P. Portez



**Timothy P. Portez**  
7283 J. Victor St., Pio del pilar, Makati City  
+639772828903  
tpportez@mymail.mapua.edu.ph

**OBJECTIVE**  
To be accepted in the Work Immersion Program under the Information Technology field and to be able to contribute my insights as well as learn a lot and have a grasp on the reality of being in a real working environment

<b>EDUCATION</b>	
Aug 2023 – Present	MAPUA UNIVERSITY - INTRAMUROS CAMPUS Senior High School
Jun 2019 – July 2023	MANILA SCIENCE HIGH SCHOOL Junior High School, Grades 7 - 10
Jun 2013 – Mar 2019	BETTY’S BELLARMINE SCHOOL Elementary School, Grades 1 - 6
Jun 2011 – Mar 2013	BETTY’S BELLARMINE SCHOOL Pre-School, Kinder and Prep
Jun 2010 – Mar 2011	SAINT VINCENT LEARNING CENTER Pre-School, Nursery

**CHARACTER REFERENCES**

**Ms. Regie R. Jennings**  
HR Supervisor  
rfruiz@mapua.edu.ph  
+639283057876