

Cover Letter – IT Internship Application

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Date: _____

Human Resource Manager

Limbua Ena EPZ Limited

Kenya

RE: APPLICATION FOR IT INTERNSHIP POSITION

Dear Sir/Madam,

I am writing to express my interest in the IT Internship position at Limbua Ena EPZ Limited. I recently completed a three-month ICT attachment at your organization from May to August, where I gained hands-on experience supporting your IT systems, resolving user issues, and working within an organization involved in the export of mangoes and avocados.

During my attachment, I developed strong practical skills that directly support your operations:

1. Network Interworking & Omada Router Configuration:

Assisted in managing internal networking using TP Link Omada systems.

Supported router configuration, Wi-Fi optimization, VLAN basics, and network security.

Troubleshoot connection issues to support smooth communication.

2. PHP-Based Data Handling & System Support:

Worked with PHP-driven systems for data entry, processing, and transfer

Supported digital systems used in production tracking and export documentation.

3. CCTV Monitoring & Camera Setup:

Assisted with CCTV monitoring, device checks, and basic configuration.

Ensured surveillance systems remained functional for safety and compliance.

4. Cable Termination & Hardware Troubleshooting:

Performed Ethernet cable termination (RJ45) and network point testing.

Provided troubleshooting for laptops and desktops, including OS updates and repairs.

My attachment experience at Limbua gave me a strong understanding of your systems and workflow. I am confident that my skills, passion for technology, and familiarity with your operational environment make me a strong candidate for this internship.

Thank you for considering my application. I look forward to a positive response.

Yours faithfully,

Victor Junior Munene Nyaga