June 4, 2013

SAMATOSA

Ecoland, 8000 Davao City

Davao City Philippines 8000

Dear Maam/Sir:

Greetings!

I would like to express my sincere desire to apply for an On-The-Job training program in your company. I am Edgar Allan Poniente, a senior, majoring in Bachelor of Science in Information Technology at Holy Cross of Davao College.

Our course curriculum requires us to have a 486-hour supervised in-plant training that aims to complement the concepts and theories that we have learned, to the development of our full potential, through exposure to the actual field work.

I am looking forward to be part of your team. And with the belief that your company would provide me with a truly valuable experience that would maximize my full potential, I am looking forward for an opportunity to see what I am capable of and to be able to share it with your company. Please find enclosed my résumé, showing my education, experiences and background.

Thank you for your time and consideration.

Sincerely,

Edgar Allan C. Poniente

**EDGAR ALLAN C. PONIENTE**

**Blk. 18 Lot 25 Phase 3 NHA Bangkal, Davao City**

**09103402519**

**edgar.poniente@gmail.com**

**Career Objectives:**

* To obtain knowledge and experience of the day-to-day work of a business through this internship
* To make contribution to the organization to the best of my ability and to develop new skills and share my knowledge and abilities in System development, Networking and Multimedia while interacting with others and achieve new height.

**Skills and Qualifications:**

* Expert in using Microsoft Office Applications
* Good Interpersonal and intrapersonal skills
* Proficient in Web Programming Languages (PHP, MySQL, HTML, CSS)
* Proficient in Software Programming Languages (MSSQL, C#, VB.Net)
* Basic Computer Troubleshooting, Hardware and Software Installation

**Seminars and Trainings**

May 21 – 24, 2013

**Android Mobile Programming Training**

Holy Cross of Davao College

December 1, 2012

**GRAPHICON 2012**

CAP Grand Auditorium

October 22 - 27, 2012

**IT Educational Tour 2012**

Cebu , Bohol

**Educational Background**

Tertiary – Bachelor of Science in Information Technology, Holy Cross of Davao College, Sta.Ana, Davao City, 2013

Secondary – Daniel R. Aguinaldo National High School, Matina, Davao City, 2009

Primary – Don Manuel Gutierrez Sr. Elementary School, Matina, Davao City, 2005

**Personal Data:**

Age: 20 years old

Birth date: October 20, 1992

Height: 5’6

Status: Single

Religion: Catholic

Citizenship: Filipino

Language/ Dialects spoken: Tagalog, Visayan, English

**Organization Affiliations:**

Elite League of Information Technology Students – Member – 2012 – 2013

**Character References:**

1. Simeon Lesmoras, Jr.

Blk.18 Lot 27 Phase3 NHA Bangkal, Davao City

Government Employee

09197726807

1. Vladimir B. Bangke

Graphics Designer

09219554008

1. Christian Mark Maghanoy

Web Developer

09464067861