

February 14, 2022

MS. LORMELYN CLAUDIO

Regional Executive Director
DENR By the Bay
1515 Roxas Blvd., L and S Bldg.
Ermita, Manila 1000

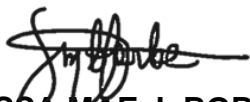
Dear Ms. Lormelyn Claudio:

I am currently a student at the University of Caloocan City with a degree of Bachelor of Science in Office Administration and applying as an intern. I am offered by a friend of mine who gives me details about you and I'm sending this cover letter in the hopes of joining your team.

I had a training experience during my On-The-Job Training in Senior High School at Universal Storefront Services Corporation. I completed my 100 hours and was awarded as Best OJT Student in our school (Access Computer and Technical Colleges, Camarin Campus) year 2019. I applied also in the Special Program for Employment of Students after I graduated in Senior High School. I have spent my 20 days in our department keeping all records of students, compiling and arranging their files. Furthermore, my on-the-job experience has provided me with a skill set and the ability to make appropriate decisions. These experiences, coupled with my ability to manage people by organizing their files, recording information, storing, communicating with other people, and managing their time.

I've attached my curriculum vitae for your consideration. If you are currently or soon will be looking for someone with my background, I would highly appreciate your attention. I would be delighted to discuss my background with you in greater detail over the phone. I would appreciate the chance to meet with you and discuss this opportunity in further detail, as well as how I can contribute to the project's objective and your team. I appreciate your consideration and time.

Sincerely,



JESSA MAE J. BORBE