

March 03, 2022

Dear Ma'am/Sir:

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'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 175 Bagong Silang Barangay Hall. I completed my 100 hours and certified as completed intern (Access Computer and Technical Colleges, Camarin Campus) year 2019. 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 the inquiries of the citizens, endorsing their services 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,


ROMNICK D. BAUTISTA
Applicant