

Juan Dela Cruz

Brgy. Banilad, Cebu City 6000

21 July 2025

Mr. Carlo Mendoza

Human Resource Manager

TechSolutions Inc.

5th Floor, Ayala North Exchange

Makati City, Metro Manila 1224

Subject: Application for On-the-Job Training Placement – BSIT Student

Dear Mr. Mendoza:

I am writing to express my interest in applying for an On-the-Job Training placement at TechSolutions Inc. for the upcoming semester.

I am a third-year BS Information Technology student at the University of Cebu. As part of my academic curriculum, I am required to complete 240 hours of OJT in a company relevant to my field. I am particularly interested in your company's innovative work in web development and cloud computing.

I hope to be given the opportunity to contribute and learn from your team. I am available for an interview at your convenience. Thank you for considering my application.

Respectfully yours,

(Signature)

Juan Dela Cruz

BSIT Student, University of Cebu

Student ID: 2023-04567