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Republic of the Philippines
Bulacan State University
COLLEGE OF ARTS AND LETTERS
City of Malolos, Bulacan

OFFICE OF THE DEAN

GMA NETWORK CENTER
EDSA CORNER TIMOG AVENUE,
DILIMAN QUEZON CITY, 1101
PHILIPPINES

Dear Sir/Madam:

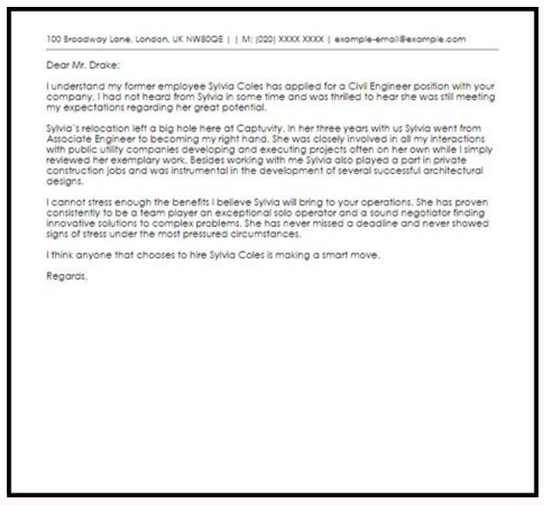
The College of Arts and Letters has produced the sixth batch of students, under this course in Bachelor of Arts in Mass Communication, Major in Broadcasting, who will take their on-the-job-training this Second Semester of School Year 2011-2012. This OJT will enable them not only to complete the requirements but also to explore various aspects of broadcast institutions, allowing them to put into practice what they have learned in school.

For this reason, I endorse **LADY M. LEE** to get her training from your prestigious institution for I deem it the most appropriate and capable for the enhancement of her skills either theoretically or practically. Rest assured that the said student is of good moral character and she can be of great help to your various undertakings.

Any help extended to our students will be highly appreciated. Thank you very much and God bless!

Respectfully yours,

VICTOR C. RAMOS, Ed. D.
Dean, College of Arts and Letters



100 Broadway Lane, London, UK NW80QE | | M: (020) XXXX XXXX | example-email@example.com

Dear Mr. Drake:

I understand my former employee Sylvia Coles has applied for a Civil Engineer position with your company. I had not heard from Sylvia in some time and was thrilled to hear she was still meeting my expectations regarding her great potential.

Sylvia's relocation left a big hole here at Captuvity. In her three years with us Sylvia went from Associate Engineer to becoming my right hand. She was closely involved in all my interactions with public utility companies developing and executing projects often on her own while I simply reviewed her exemplary work. Besides working with me Sylvia also played a part in private construction jobs and was instrumental in the development of several successful architectural designs.

I cannot stress enough the benefits I believe Sylvia will bring to your operations. She has proven consistently to be a team player an exceptional solo operator and a sound negotiator finding innovative solutions to complex problems. She has never missed a deadline and never showed signs of stress under the most pressured circumstances.

I think anyone that chooses to hire Sylvia Coles is making a smart move.

Regards,

TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES

« Date »

« Mr./Ms. CONTACT PERSON »
« Position »
« Name of Company »
« Company Address »

Dear « Sir / Madam »,

This is to introduce to **Name of Student** who is a « year level » student enrolled in our **« Course »** program, and to further request for your kind consideration to allow him/her to conduct his/her On-the-Job Training / Practicum course.

We believe that schools must link up with industry in order to update, enhance and make relevant the curriculum to the current needs and actual trends of the industry. It is in this regard that we request you to give such opportunities to our students by allowing them to do part of their training in your company.

Together with this letter is an Acceptance Form. We request that said form be accomplished and returned to this office upon acceptance of our request for endorsement.

We are confident that given the opportunity, our student will be an asset to your company.

Thank you for the favorable action and we look forward to a more fruitful dialogue with you.

Very truly yours,

« OJT Program Coordinator »
Signature Over Printed Name »

Noted by:

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