Cielle Mae Peñamora

Sampaloc, Manila
0907 582 5520
penamoraciellemae@gmail.com

[Date]

Hiring Team

[Company Name]
[Company Location]

Dear Hiring Team,

I am writing to apply for the [Position Title] at [Company Name]. I am a third-year Computer Engineering student at the Polytechnic University of the Philippines, and I am looking to complete my required OJT hours with a company where I can grow my technical support, hardware, and networking skills in a real corporate setting.

From July to September 2026, I worked at KNJ Printing, a school and office publishing services shop in Infanta, Quezon, where I set up, operated, and troubleshot printing and binding equipment for daily walk-in requests, diagnosing hardware faults and resolving them on the spot to keep turnaround on track. I also maintained and configured large-format printing hardware for tarpaulins, vinyl stickers, standees, wall murals, posters, backlit displays, and vehicle wraps, handling equipment and output issues directly on the shop floor. This gave me practical, hands-on experience with hardware diagnostics, preventive maintenance, and working directly with clients under time pressure.

Alongside this, I bring experience from Xontrix, an integrated electronics e-commerce and business management platform I helped lead as Full Stack Team Leader from January to May 2026, where I set up, configured, and maintained development environments and devices across the team, resolving hardware and software issues to keep our workflows on schedule. I also kept our systems documented and our files organized using Git and GitHub — practices that translate well to IT asset tracking and technical documentation. As President of PUP Seeds of the Nations (August 2025 to August 2026), I coordinated directly with an external IT Consultant from Deloitte to organize a Python Mentorship Workshop, which strengthened my communication and stakeholder-coordination skills.

I am comfortable with Windows OS installation and configuration, quick to pick up new hardware and systems, and eager to build a solid technical foundation while contributing to your team. I would welcome the opportunity to discuss how I can support [Company Name] during my internship. Thank you for considering my application.

Sincerely,

Cielle Mae C. Peñamora