

**\*\*QJC Application Letter Template\*\***

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Admissions Committee

Quezon City Polytechnic University

[University Address]

[City, Postal Code]

Dear Admissions Committee,

I am writing to express my interest in applying for the [specific program] at Quezon City Polytechnic University. I am eager to pursue my academic and professional goals in this esteemed institution, known for its commitment to excellence and innovation in education.

**\*\*Introduction\*\***

- Briefly introduce yourself.
- Mention the program you are applying for.
- State why you are interested in this program/university.

**\*\*Academic Background\*\***

- Highlight your academic achievements.
- Mention relevant coursework or projects.
- Include any honors or awards received.

**\*\*Experience and Skills\*\***

- Describe any relevant work experience, internships, or volunteer work.
- Discuss skills that relate to the program.
- Provide examples of how you have developed these skills.

**\*\*Future Goals\*\***

- Discuss your career aspirations.
- Explain how the program will help you achieve these goals.

**\*\*Conclusion\*\***

- Reiterate your enthusiasm for the program.
- Thank the admissions committee for considering your application.
- Include a statement of your hope for a positive response.

Sincerely,

[Your Name]

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**\*\*Tips:\*\***

- Keep the letter concise (1 page).
- Use a formal tone and proper formatting.
- Proofread for grammar and spelling errors.
- Personalize each application for specific programs or faculty.