

July 08, 2010

MRS. NORMITA D. AYOS
Psychologist II
Head, Psychological Services
Cavite Center for Mental Health

Madam:

This letter is to introduce myself and request the opportunity of serving my Practicum at your institution. I am Dennis G. Relajo, a graduate student of Polytechnic University of the Philippines (PUP), pursuing Master in Psychology.

The final capstone of that program is the practicum, where students get “real life” clinical experience. I am enrolled on such course this second semester. **The Practicum course requires students to render 300 hours of hands-on experience in a mental institution.** After researching a number of mental institutions, I have decided to request to have my internship with you because of the time flexibility that you offer.

I am currently employed as a College Instructor at Centro Escolar University and work Mondays to Saturdays. Hence, I could only allot for my practicum during Sundays.

The Master in Psychology program of PUP includes the following course which I have completed: Advanced Psychometrics, Psychotherapy, and Clinical Psychology. As a student, I have many more things to learn about clinical work in the field of psychology and it is my hope that you can provide me with knowledge and training during the course of the internship that will help me hone my skills as a future psychologist.

In order to further introduce myself, I have enclosed a copy of my resume, which indicates my experience and abilities.

I hope that the information I have provided will allow me to have my practicum at your institution. I am looking forward to your response. Thank you very much for your consideration.

Respectfully,

Dennis G. Relajo

Noted by:

DR. NENITA C. BUAN
Adviser
Master in Psychology (Clinical)
Polytechnic University of the Philippines, Graduate School