June 30, 2025

Percy Roxas

Barangay Secretary

LGU Barangay New Kalalake

14th Corner Murphy Street New Kalalake Olongapo city

Dear Sir,

I am **David Bryan B. Candido**, a **3rd year Bachelor of Science in Information Technology (BSIT)** student of **Gordon College - College of Computer Studies**. In partial fulfillment of the requirement of this degree, I am required to have an **On-the-Job Training (OJT**) for a minimum of 200 hours.

I would like to apply as a student trainee in your company because I believe that the training and experience that I will acquire from your company will enrich my knowledge about my course.

Thank you for any consideration and opportunity that you may give to this letter of application.

Very truly yours,

**David Bryan B. Candido**

#148B Murphy St. New Kalalake Olongapo City, Zambales

0993-579-1335

Noted:

**Reynaldo G. Bautista Jr.**

Practicum Adviser