

Letter of Application

<Date>

<Mr./Ms. CONTACT PERSON>

<Position>

<Company Name>

<Company Address>

Dear Sir/Madam:

I am a _____ year BSCS/BSIT/BSIS/ACT student of _____. In partial fulfillment of the requirement of this degree, I am required to have an On-the-job Training (OJT) for a minimum of _____ hours starting _____.

I would like to apply as a student trainee in your company because I believe that the training and experience, 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,

<Student Name>

<Student Home Address>

<Student Contact Number>

Noted:

<College Dean/Chair's Name>

<School Name>