**[date]**

**[name\_of\_company\_representative]**

**[position]**

**[company\_name]**

**[company\_address]**

Sir/Ma’am,

Hello and good day!

I read and heard from a reliable source that our campus is hiring for an [position] OJT student. In connection with this, I would like to apply as an OJT as I believe I am the fit applicant for this position. I am currently taking **[degree\_and\_year\_of\_student]** and looking for OJT employment.

Having believed in the quality technology training our campus has provided me, I am confident enough that I can contribute to the best of my ability to the campus vision of providing excellent services.

Attached herewith is my contact number **[contact\_number\_of\_student]** I am willing to be contacted for an interview at your most convenient time.

Thank you and I am looking forward to working and assisting everyone in the campus with the skills I have. Rest assured you can count on my highest competence and dedication of any noble task will be given.

Thank you very much.

Truly yours,

**[firstname] [lastname]** – CTU-AC Student