

<Date>

<Mr./Ms. Contact Person>

<Position>

<Company Name>

<Company Address>

Dear ***Sir/Madam:***

I am **<Name>**, a **<2nd> year <Course/Program>** 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 **<No. of hours>** starting **<Start Date>**.

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,

<Student Name>

<Student Address>

<Student Contact Number>

Noted:

MS. DENISE LOU B. PUNZALAN, MSCS

Practicum Adviser