**APPLICATION FOR THE ON-THE-JOB TRAINING**

Date: <date of writing letter>

**To:**

<position>

<company name>

<address>

Dear <Sir/Madam>:

I am a graduating student taking up Bachelor of Science in <your course> at Tarlac State University. I am required to undergo an On the Job Training for a minimum of <minimum hours> hours. This is in partial fulfilment of the requirements of the program.

I am applying in your company as an intern because I believe that the experience I will obtain will surely enhance my skills and acquire additional knowledge in the field of <Information Technology/Information Systems>.

I am hoping for your favourable feedback with this application. You can reach me at <your active contact number> in your most available time. Thank you and God Bless!

Very truly yours,

**<Your Full Name>**

Trainee