**[Date]**

**[Name of Recipient]**  
[Position]  
[Company Name]  
[Company Address]

**Subject: Application for On-the-Job Training**  
 

Dear [Name of Recipient/Sir/Madam],  
   
Greetings!

I am a [year level] student currently pursuing a **Bachelor of Science in [Your Course]** at Notre Dame of Kidapawan College**.** I am writing to formally express my interest in applying for an **On-the-Job Training (OJT)** opportunity in your esteemed organization.

As part of our academic curriculum, we are required to complete a **240-hour** supervised industry training. This program is designed to enhance our practical skills and complement the theories and concepts we have learned in the classroom through exposure to real-world work environments.

I would be grateful for the opportunity to be part of your team and to contribute while gaining valuable industry experience. Should you require any additional information, please feel free to contact me at **[Your Contact Number]** or via email at **[Your Email Address]**.

Thank you very much for your time and consideration. I look forward to the possibility of learning and growing within your organization.

Sincerely,  
**[Your Full Name]**

**Noted by:**

   
**ENGR. ROBERT JAMES BEDAÑO**

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