

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an on-the-job training (OJT) position at [Company's Name] as advertised [mention where you found the listing or if you were referred]. I am currently a [your year, e.g., third-year] student pursuing a degree in [Your Major] at [Your University], and I am eager to apply my academic knowledge in a practical setting.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I believe that the hands-on experience and exposure to [mention relevant field/industry] will greatly enhance my skills and contribute to my future career.

Throughout my academic journey, I have acquired [mention relevant skills or experiences], which I believe align well with the values and goals of [Company's Name]. I am a quick learner, highly motivated, and committed to making the most of this opportunity.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]