

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) position at [Company/Organization Name] as part of my [Your Degree/Program] program at [College/University Name]. I am eager to gain practical experience and apply the skills I have learned in my coursework.

Throughout my studies, I have developed a strong foundation in [relevant skills or subjects], and I am particularly attracted to [specific aspect of the company/organization or projects they are involved in]. I believe that my enthusiasm and commitment to learning would enable me to make a meaningful contribution to your team.

I am available for the OJT program from [start date] to [end date], and I am flexible with the working hours. I am looking forward to the opportunity to learn from experienced professionals and contribute to the projects at [Company/Organization Name].

Thank you for considering my application. I hope to discuss my application in further detail and look forward to the opportunity to interview.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Degree/Program]