

[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 an On-the-Job Training (OJT) position at [Company/Organization Name]. As a [Your Course/Field of Study] student at [Your School/University], I am eager to gain practical experience and contribute to your team.

[Paragraph 1: Brief introduction about yourself, your current education status, and why you want to pursue OJT at this specific company.]

[Paragraph 2: Highlight relevant skills and experiences that make you a suitable candidate for the position. Mention any particular projects, courses, or skills that align with the company's goals.]

[Paragraph 3: Express your enthusiasm for the opportunity and how you believe the OJT experience will benefit your career growth and the company's objectives.]

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]