

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

Dear [Employer's Name],

I am writing to express my interest in applying for an on-the-job training (OJT) position at [Company Name]. I am currently a [Your Year/Program] student at [Your School/University], pursuing a degree in [Your Degree/Field of Study].

I am eager to gain practical experience in [specific skills or area relevant to the company] and believe that an OJT at your company will provide valuable insights and enhance my abilities. I am particularly drawn to [mention something specific about the company or its projects]. Enclosed is my resume for your review. I would appreciate the chance to discuss my application further and am looking forward to the opportunity to contribute to your team.

Thank you for considering my application.

Sincerely,  
[Your Name]