

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

Dear [Recipient Name],

I am writing to express my interest in the On-the-Job Training (OJT) position at [Company Name] as advertised [mention where you found the listing]. I am currently a [Your Year] student at [Your School/University] majoring in [Your Major], and I am eager to gain practical experience in [related field or position].

My academic background has provided me with a solid foundation in [mention relevant skills or courses]. Additionally, I have developed strong [mention any relevant soft skills, e.g., communication, problem-solving] through [any relevant experience or projects].

I am particularly drawn to [Company Name] because [mention what attracts you to the company and how it aligns with your career goals]. I am excited about the opportunity to contribute to your team while gaining valuable insights and skills.

I have attached my resume for your review and would appreciate the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of working with [Company Name].

Sincerely,

[Your Name]

[Attachment: Resume]