

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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]. I am currently a [Your Year, e.g., "third-year"] student at [Your School/University] majoring in [Your Major/Field of Study].

Through my coursework, I have developed a strong foundation in [relevant skills or knowledge related to the job]. I am eager to apply my academic learning in a practical setting and believe that [Company's Name] offers the ideal environment for me to do so.

I am particularly drawn to [specific aspects of the company or projects they are involved in], which aligns with my professional interests and career goals. I am confident that my skills in [specific skills related to the job] will allow me to contribute effectively to your team.

Enclosed with this letter is my resume, which further outlines my qualifications. I would appreciate the opportunity to discuss how I can contribute to [Company's Name] during this OJT program. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]