

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

Dear [Recipient Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company Name]. As a [Your Course/Field of Study] student from [Your Institution], I am eager to gain practical experience and contribute to your esteemed organization.

I have acquired a solid theoretical foundation in [Your Relevant Skills/Knowledge] during my studies. However, I am keen to apply my skills in a real-world setting and learn from experienced professionals in the industry. [Company Name]'s commitment to [mention any specific values, goals, or projects of the company] aligns perfectly with my career aspirations.

I am particularly interested in [specific areas of interest related to the company or position], and I believe that my skills in [specific skills related to the job] make me a suitable candidate for this opportunity. I am a quick learner, highly motivated, and eager to take on new challenges within your team.

I am available for an OJT position from [start date] to [end date], and I would be grateful for the opportunity to discuss how I can contribute to [Company Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]