

[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 apply for an On-the-Job Training (OJT) position at [Company/Organization Name] as part of my [Degree/Program] at [Your School/University]. I am eager to gain practical experience in [specific field/industry] and believe that your company is an ideal place for me to learn and contribute.

In my studies, I have developed skills in [mention relevant skills or knowledge] and have a strong interest in [mention specific area of interest related to the company]. I am excited about the possibility of bringing my academic knowledge into a real-world setting and learning from professionals in the industry.

I have attached my resume for your review and would welcome the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,
[Your Name]