

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) position at [Company's Name] as advertised [where you found the job posting, if applicable]. I am currently a [Your Year, e.g., third-year] student at [Your School/University] pursuing a degree in [Your Degree/Field of Study].

I am eager to gain practical experience in [specific area related to the company/industry], and I believe that [Company's Name] would provide an excellent opportunity for me to develop my skills and knowledge. [Include a brief sentence or two about relevant coursework or skills related to the OJT position].

I have attached my resume for your review, which provides additional details about my academic background and relevant experiences. I am highly motivated and ready to contribute to your team while gaining valuable insights into the industry.

Thank you for considering my application. I hope to discuss my application further and look forward to the opportunity to contribute to [Company's Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]