

[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 the On-the-Job Training (OJT) position at [Company's Name] as advertised on [where you found the job listing]. I am currently a [Your Current Level of Education, e.g., "junior at XYZ University"], majoring in [Your Major], and I believe this position aligns perfectly with my career goals and academic background. During my studies, I have developed strong skills in [relevant skills or areas of study related to the position]. I am eager to apply my knowledge in a practical setting and learn from the experienced professionals at [Company's Name]. I am particularly impressed by [specific detail about the company or its projects], and I am excited about the opportunity to contribute to your team.

I am a dedicated and proactive individual with a passion for [your field/industry]. I am confident that my willingness to learn and adapt, coupled with my strong work ethic, would make me a valuable addition to your organization during my training.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail. I can be reached at [Your Phone Number] or [Your Email Address] to arrange an interview at your convenience.

Sincerely,
[Your Name]