

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 the On-the-Job Training (OJT) opportunity at [Company's Name]. I am currently a [your year, e.g., third-year] student at [Your School's Name], majoring in [Your Major]. I believe that this OJT will provide me with invaluable experience and practical knowledge in [related field or industry].

Throughout my academic journey, I have developed skills in [mention relevant skills or coursework]. I am particularly excited about the chance to work with your team because [explain why you are interested in the company or specific role].

I am eager to contribute my skills and learn from your team. I am available for an interview at your convenience, and I can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application.

Sincerely,  
[Your Name]