

[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 express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently a [Your Degree] student at [Your School/University] and believe that this opportunity will greatly enhance my practical knowledge and skills in [Your Field/Industry].

During my academic journey, I have developed a strong foundation in [Relevant Skills/Knowledge]. I am particularly eager to apply my learning to real-world situations and contribute positively to your team at [Company/Organization Name].

I am available for training from [Start Date] to [End Date] and am open to any tasks that will support the goals of your organization. I am enthusiastic, quick to learn, and dedicated to delivering quality work. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,  
[Your Name]