

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

Dear [Recipient Name],

I am writing to express my interest in applying for an on-the-job training (OJT) position at [Company Name]. I am currently a [Your Current Year, e.g., third-year] student pursuing a degree in [Your Degree] at [Your University/College].

I am eager to gain practical experience in [specific area or field related to the company], and I believe that the OJT program at [Company Name] would provide me with invaluable insights and skills.

During my studies, I have developed a strong foundation in [mention relevant skills or coursework]. I am particularly drawn to [mention any specific department, project, or value of the company] and how it aligns with my career goals.

I am available for an OJT position from [start date] to [end date] and would be grateful for the opportunity to contribute to your team while learning from your experienced staff.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity with you.

Sincerely,  
[Your Name]