

[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 apply for the On-the-Job Training (OJT) position at [Company Name] as advertised [specify the source of the job listing]. I am currently a [Your Degree] student at [Your University/College], and I am eager to gain practical experience in [your field/industry]. My academic background has provided me with a solid foundation in [relevant skills or knowledge related to the OJT position]. I am particularly interested in [specific area related to the company's work], and I am excited about the opportunity to learn from your team at [Company Name].

I am a dedicated and motivated individual with strong [mention any relevant skills or qualities]. I believe this OJT opportunity will enhance my understanding of [specific skills or experiences you hope to gain].

Enclosed is my resume for your review. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]