

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the OJT opportunity at [Company Name] as advertised [where you found the opportunity]. I am currently pursuing a [Your Degree] at [Your University] and believe that my skills and enthusiasm make me a suitable candidate for this position.

During my academic journey, I have gained knowledge in [relevant skills or subjects] that I am eager to apply in a professional setting.

Additionally, my experience in [any relevant past experience or project] has equipped me with [specific skills or competencies]. I am particularly drawn to [Company Name] because [specific reason related to the company or its projects].

I am excited about the possibility of contributing to your team while enhancing my understanding of [industry or specific role] through this OJT experience. I am a quick learner and am dedicated to making a meaningful contribution during my time with your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Attachment: Resume]