

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) program at [Company's Name], as advertised [where you found the opportunity, e.g., on your website, job portal, etc.]. I am currently a [your year, e.g., third-year] student pursuing a degree in [your major] at [your university/college name], and I am eager to gain practical experience in [specific field or industry related to the company].

Through my coursework and related projects, I have developed a solid foundation in [mention relevant skills or areas of knowledge]. I am particularly drawn to [specific aspect of the company or its projects] and believe that my educational background, coupled with my enthusiasm and commitment to [related skill/industry], makes me a suitable candidate for this opportunity.

During my studies, I have had the opportunity to [briefly describe relevant experiences, such as internships, projects, or leadership roles]. These experiences have equipped me with [list some skills or qualities], which I am excited to bring to your team.

I am particularly impressed by [mention any recent achievements, projects, or values of the company], and I would be honored to contribute to such innovative work while learning from experienced professionals.

I am looking forward to the possibility of discussing my application further. Thank you for considering my application for the OJT program at [Company's Name]. I hope to contribute to your team while enhancing my skills and knowledge.

Sincerely,  
[Your Name]