

[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 Year, e.g., third-year] student at [Your School/University Name], pursuing a degree in [Your Degree/Major].

Through my studies, I have developed a solid foundation in [relevant skills or knowledge related to the position], and I am eager to apply what I have learned in a practical setting. I am particularly attracted to [Company Name] because of [specific reason related to the company/industry].

I am confident that an OJT opportunity at [Company Name] will allow me to gain valuable experience and contribute positively to your team. I am a quick learner, dedicated, and very passionate about [industry/field related to the OJT].

Enclosed is my resume, which provides additional detail about my academic background and any relevant experience. I look forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application.

Sincerely,

[Your Name]