

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

Dear [Recipient's Name],

I am writing to express my interest in the on-the-job training (OJT) program at [Company/Organization Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain hands-on experience and contribute to your team.

I believe that my [mention relevant skills or experiences] make me a strong candidate for this opportunity. I am particularly drawn to [specific aspect of the company or role], and I am excited about the prospect of learning and growing within your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]