

[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 an On-the-Job Training (OJT) position at [Company's Name]. I am currently a [Your Year, e.g., third-year] student at [Your School's Name], pursuing a degree in [Your Degree/Major].

[Paragraph about your background, relevant coursework, and skills related to the OJT position.]

I am particularly drawn to [Company's Name] because [reason why you chose the company, mentioning any specific projects or values that resonate with you]. I believe that working with your team will provide me with valuable insights and hands-on experience that will enhance my academic learning.

I am available for the OJT program from [start date] to [end date] and am flexible with the working hours. I am looking forward to the opportunity to contribute to your organization while gaining practical skills in [specific area of interest related to the company].

Thank you for considering my application. I have attached my resume for your review. I hope to discuss my application further and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Attachment: Resume]