

[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 being considered for an On-the-Job Training (OJT) position at [Company's Name]. As a [your current status, e.g., student, recent graduate] in [your field of study] at [your institution], I am eager to apply my academic knowledge in a practical setting and gain valuable experience in the industry.

I have a strong foundation in [relevant skills or subjects], which I believe aligns well with [Company's Name]'s commitment to [something notable about the company or its projects]. I am particularly drawn to your work in [specific area or project of the company] and would be excited to contribute to your team.

Additionally, my past experiences, such as [mention any relevant experience or skills], have prepared me to take on challenges and support ongoing projects effectively. I am a quick learner, adaptable, and excited about the opportunity to collaborate with professionals in a dynamic environment.

I am keen to contribute my skills and enthusiasm to [Company's Name] during my OJT period, and I am confident that this experience will be mutually beneficial. I am available for an interview at your convenience and can be reached at [your phone number] or [your email].

Thank you for considering my application. I look forward to the opportunity to discuss my potential contributions to your esteemed organization.

Sincerely,  
[Your Name]