

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the On-the-Job Training (OJT) program at [Company/Organization Name] for the [specific term or period]. As a [Your Major/Field of Study] student at [Your University/College Name], I am eager to gain practical experience and enhance my skills within a professional environment.

I am particularly drawn to [Company/Organization Name] because of [specific reasons related to the company or its projects]. I believe that my background in [relevant skills or experiences] aligns well with the goals of your team.

I have attached my resume for your review. I would greatly appreciate the opportunity to discuss how I can contribute to your organization during my training. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]