

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

Dear [Recipient's Name],

I am writing to express my interest in securing an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently pursuing [Your Degree/Field of Study] at [Your Institution Name], and I am eager to gain hands-on experience in [Specific Area/Field].

My academic background and [mention any relevant skills or experiences] have prepared me for this opportunity. [You may include a brief statement about your enthusiasm for the industry and your career goals.]

I believe that [Company/Organization Name] would provide an excellent environment for my professional growth. I am particularly [mention any specific reason related to the company or its projects that attracts you].

I have attached my resume for your review. I appreciate your consideration and hope to discuss my application in further detail. Thank you for your time.

Sincerely,

[Your Name]
[Your Position/Title if applicable]
[Your Institution Name]