

[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 the On-the-Job Training (OJT) opportunity at [Company's Name] as advertised [where you found the opportunity]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to apply my academic knowledge in a practical setting and gain hands-on experience in [specific area relevant to the company/industry].

Through my coursework in [relevant courses or skills], I have developed a solid foundation in [mention any relevant skills or experiences]. I am particularly drawn to [specific aspects of the company or projects they are involved in], and I believe that my skills in [mention any relevant skills] would allow me to contribute effectively to your team.

I am highly motivated, eager to learn, and excited about the prospect of collaborating with experienced professionals at [Company's Name]. I am confident that this OJT opportunity would provide me with valuable insights and experiences that will enhance my career path in [your field/industry].

I would be grateful for the opportunity to discuss my application further and explore how I can contribute to your team. Thank you for considering my interest in the OJT position.

Sincerely,
[Your Name]