

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

Dear [Recipient's Name],

I am writing to express my interest in the On-the-Job Training (OJT) position at [Company/Organization Name] as advertised [mention source if applicable]. I am currently a [Your Degree] student at [Your School] and am eager to gain practical experience in [specific field/industry].

I believe that my skills in [mention relevant skills or coursework] make me a suitable candidate for this opportunity. I am particularly drawn to [specific aspect of the company or role] and am excited about the possibility of contributing to your team.

I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address]. Thank you for considering my application.

Sincerely,
[Your Name]