

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for OJT Position - [Specific Job Title or Department]

I am writing to express my enthusiasm for the on-the-job training opportunity in [specific department or role] at [Company Name]. As a [Your Major/Field of Study] student at [Your School/University Name], I am eager to apply my academic knowledge in a practical setting and contribute to your esteemed organization.

In my coursework, particularly in [Relevant Courses or Skills], I have developed a solid foundation in [Key Skills Related to the Job]. My experiences in [Any Relevant Projects, Internships, or Extracurricular Activities] have equipped me with the necessary skills to thrive in a fast-paced environment while working collaboratively with diverse teams. What excites me most about [Company Name] is [Specific Reason Related to Company's Values, Projects, or Culture]. I am especially drawn to [Mention a Recent Project or Initiative by the Company], and I would be thrilled to contribute my skills and passion to such innovative work. Enclosed is my resume, which provides further details about my academic achievements and experiences. I would love the opportunity to discuss how I can bring a fresh perspective to your team during an interview. Thank you for considering my application. I am looking forward to the possibility of contributing to [Company Name] as part of your OJT program.

Sincerely,
[Your Name]