

[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 applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently a [Your Year/Program] student at [Your School/University Name], pursuing a degree in [Your Degree/Field of Study]. I believe that this opportunity will provide me with invaluable practical experience and allow me to apply my academic knowledge in a real-world setting.

Throughout my studies, I have gained a solid foundation in [relevant skills or subjects], which I am excited to build upon during my internship. My coursework in [specific courses or projects] has equipped me with [relevant skills or tools], and I am eager to contribute to your team while learning from your esteemed professionals.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's values, projects, or reputation]. I admire [mention any relevant project, initiative, or value of the company] and I am excited about the prospect of contributing to such innovative work.

I am a motivated and enthusiastic individual who thrives in collaborative environments. I am confident that my proactive approach and strong work ethic would make a valuable addition to your team. I am looking for an OJT experience that allows me to [mention what you hope to learn or contribute], and I believe that [Company/Organization Name] aligns perfectly with these goals.

I would appreciate the opportunity to discuss my application further and learn more about potential OJT positions available at

[Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team and gaining practical experience that will aid in my professional development.

Sincerely,
[Your Name]