

[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],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company Name]. As a [Your Major] student at [Your Institution], I am eager to gain practical experience in [specific field or industry] and believe that [Company Name] offers a unique opportunity for growth and learning.

I am particularly drawn to [specific aspect of the company or program] because [reason]. Through this OJT, I aim to [specific goals you hope to achieve]. My coursework has provided me with a solid foundation in [relevant skills/subjects], and I am excited to apply my knowledge in a real-world environment.

Furthermore, my [relevant experience or skills] has equipped me with [specific skills or qualities that make you a good fit for the OJT position]. I am a quick learner, highly motivated, and enthusiastic about contributing to your team while honing my abilities.

Enclosed with this letter is my resume for your review. I am looking forward to the possibility of discussing my application further and would be grateful for the opportunity to interview at your convenience. Thank you for considering my application.

Sincerely,
[Your Name]