

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company's Name]. As a student currently pursuing a [Your Degree] at [Your University/College], I am eager to gain practical experience in [Specific Field/Industry].

I am particularly drawn to [Company's Name] because [mention any specific reason related to the company or its values, projects, or achievements].

I believe that this training opportunity would allow me to develop my skills in [mention specific skills related to the position] and contribute positively to your team.

Enclosed with this letter are my resume and academic transcript, detailing my qualifications and relevant coursework. 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. I look forward to the possibility of contributing to [Company's Name] as an OJT trainee.

Sincerely,
[Your Name]