

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

[Recipient's Name]
[Company's Name]
[Company's 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's Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree] at [Your School/University].

I am eager to gain practical experience and enhance my skills in [specific area related to the company or position]. I believe that an OJT with [Company's Name] will provide me with valuable insights and the opportunity to contribute to your team.

I am particularly drawn to [specific aspect of the company or projects they are working on], and I am excited about the possibility of working alongside professionals in the field.

I have attached my resume for your consideration, which outlines my academic background and relevant skills. 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 opportunity to learn and contribute to [Company's Name].

Sincerely,
[Your Name]