

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 the On-the-Job Training (OJT) opportunity at [Company/Organization Name] as advertised [where you found the opportunity]. I am currently a [your year, e.g., second-year] student pursuing a degree in [your degree/field of study] at [your university/college].

I am eager to apply my academic knowledge in a practical setting and believe that [Company/Organization Name] is the perfect place for me to develop my skills further. My coursework in [mention relevant courses or skills] has equipped me with a solid foundation that I am excited to build upon during my OJT experience.

I am particularly drawn to [Company/Organization Name] because of [mention something specific about the company or its values that resonates with you]. I am confident that my strong work ethic, eagerness to learn, and passion for [your field/industry] make me a suitable candidate for this opportunity.

I would be grateful for the chance to contribute to your team while gaining invaluable experience. 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.

Sincerely,  
[Your Name]