

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

[Recipient's Name]
[Company 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 Name] as advertised [where you found the opportunity, if applicable]. I am currently a [Your Degree] student at [Your School/University] and am eager to gain hands-on experience in [specific field or area relevant to the company].

Throughout my academic journey, I have developed a strong foundation in [mention relevant skills or coursework]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects], and I believe that my background in [related skills or experience] aligns well with the goals of your team.

The opportunity to work with [specific team or department] would not only enhance my professional development but also allow me to contribute positively to [Company Name]. I am ready to bring my skills in [list any relevant skills or tools] and my enthusiasm for learning to this role.

I am looking forward to the possibility of discussing how I can contribute to your esteemed company. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]