

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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]. As a [Your Degree/Program] student at [Your School/University], I am eager to gain practical experience and apply my academic knowledge in a professional setting. Although I do not have prior work experience, my coursework has provided me with a solid foundation in [relevant skills or subjects related to the job]. I am enthusiastic about learning and am committed to contributing positively to your team.

I am particularly drawn to [Company's Name] because of [specific reasons related to the company or industry]. I believe that this OJT opportunity will enhance my skills and prepare me for a successful career.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team during my internship.

Sincerely,
[Your Name]