

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain practical experience and enhance my skills in a real-world setting. Throughout my studies, I have developed a strong foundation in [relevant skills or topics]. I believe that an OJT opportunity at [Company/Organization Name] will allow me to apply my knowledge while contributing to your team. I am particularly drawn to [mention any specific projects, values, or goals of the company].

I am a dedicated and proactive individual, willing to learn and adapt quickly to new challenges. The chance to work with experienced professionals in [specific area or field] excites me, and I am confident that this experience will be invaluable in my professional development. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]