

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

Dear [Recipient Name],

I am writing to formally apply for an On-the-Job Training (OJT) position at [Company/Institution Name]. I am currently a [Your Year, e.g., second-year] student in [Your Course/Program] at [Your School/University Name], and I am eager to gain practical experience in [Field/Industry].

Through my academic studies, I have developed a foundational understanding of [Relevant Skills or Knowledge], and I am enthusiastic about applying this knowledge in a real-world setting. I believe that [Company/Institution Name] is the ideal place for me to further my skills and contribute to your team.

I am particularly impressed by [Mention any specific project, value, or achievement of the company], and I am eager to learn from and contribute to such initiatives during my training period.

I am available for an interview at your convenience and would appreciate the opportunity to discuss how I can contribute to your organization while gaining valuable experience. Thank you for considering my application.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Enclosure: Resume]