

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 advertised [mention source, if applicable]. I am currently a [Your Degree] student at [Your University/College] with a focus in [Your Major/Field], and I believe that my academic background and passion for [Industry/Field] make me a strong candidate for this opportunity.

During my studies, I have gained a solid foundation in [relevant skills or concepts related to the industry]. Additionally, I have had the chance to [mention relevant projects, coursework, or extracurricular activities]. These experiences have equipped me with [specific skills or knowledge] that I am eager to apply in a practical setting.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's values, projects, or reputation]. I admire how your organization [mention a specific achievement or project], and I hope to contribute to such innovative work through my OJT experience.

I am enthusiastic about the chance to learn from your esteemed team and contribute positively to [mention any specific department or project]. I am confident that this OJT will enhance my skills and provide me with invaluable insights into the [industry/field].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Degree/Program]  
[Your University/College]