

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company 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 position within [Company Name]. I am currently a [Your Year, e.g., junior] student at [Your College/University] majoring in [Your Major], and I believe that the hands-on experience provided by your esteemed organization would be invaluable to my academic growth and career development.

I am particularly drawn to [Company Name] because [mention specific reasons related to the company, its values, or its projects]. I am eager to learn and contribute to your team while developing my practical skills in [specific field/area of interest].

I have attached my resume for your consideration, which outlines my academic achievements and relevant skills. I would be grateful for the opportunity to discuss my application further and explore how I can contribute to your organization during my training.

Thank you for considering my application. I look forward to the possibility of working with your team.

Sincerely,  
[Your Name]