

[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 a Technical On-the-Job Training (OJT) position at [Company Name]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Degree, e.g., Computer Engineering] at [Your University].

I am eager to gain practical experience in [mention specific areas of interest related to the company, e.g., software development, network administration] and believe that an OJT with [Company Name] will provide me with invaluable insights and hands-on experience within the industry. Throughout my academic career, I have developed a solid foundation in [mention relevant skills or software, e.g., programming languages, networking, etc.]. Additionally, my coursework has equipped me with the capabilities to effectively contribute to your team.

I am excited about the opportunity to learn from experienced professionals at [Company Name] and to contribute positively to your projects. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]