

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the On-the-Job Training (OJT) program offered by [Company/Institution Name]. As a [Your Major/Field of Study] student at [Your School/University Name], I am eager to gain practical experience in the industry and apply the skills I have acquired during my studies.

I am particularly drawn to [Company/Institution Name] because of [specific reason related to the company or program]. I believe that the opportunity to work under the guidance of experienced professionals will greatly enhance my understanding and skills in [relevant field/industry]. I am available for the OJT program from [start date] to [end date], and I am excited about the possibility of contributing to your team while also expanding my knowledge and experience. I have attached my resume for your consideration.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]