

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office/Department Name]
[College/University Name]
[College/University Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) program at [College/University Name]. As a [Your Major/Field of Study] student at [Your Current Institution], I believe that this opportunity will significantly enhance my education and practical experience.

I am particularly drawn to [specific aspects of the OJT program or the college/university] because [reasons for your interest]. With my background in [briefly mention relevant skills or experiences], I am eager to contribute and learn within your esteemed program.

Please find my application attached, including [mention any enclosed documents such as transcripts, recommendation letters, etc.]. I am looking forward to the possibility of discussing my application with you. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]