

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

Dear [Recipient's Name],
I am writing to express my interest in applying for the On-the-Job Training (OJT) program at [Company/Organization's Name]. I am currently a [Your Year, e.g., third-year] student at [Your School/University] majoring in [Your Major/Field of Study], and I believe that this opportunity will provide me with invaluable hands-on experience in my field.

I am particularly drawn to [Company/Organization's Name] because [specific reason related to the company's values, projects, or reputation]. I am eager to learn from your talented team and contribute my skills in [mention specific skills or knowledge relevant to the position].

During my academic career, I have gained [mention relevant experience, coursework, or skills related to the OJT program]. I am particularly skilled in [specific tools, software, or methodologies], which I believe will be beneficial in [mention how they relate to the OJT position or company].

I am enthusiastic about the possibility of working alongside your team and am eager to bring my [mention any personal attributes or skills, e.g., strong work ethic, creativity, etc.] to [Company/Organization's Name]. I am committed to making a positive contribution during my time in the OJT program.

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

Sincerely,
[Your Name]