

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

Dear [Recipient Name],

I am writing to express my interest in applying for the On-the-Job Training (OJT) program at [Company/Organization Name]. As a [Your Course/Major] student at [Your School/University], I am eager to gain practical experience in the [specific field/industry] and further develop my skills.

Through my coursework, I have gained knowledge in [relevant subjects or skills], and I believe that an opportunity at [Company/Organization Name] would provide me with invaluable hands-on experience. I am particularly drawn to [specific aspect of the company/organization], and I am excited about the possibility of contributing to your team while learning from experienced professionals.

I am available for the OJT program from [start date] to [end date] and can dedicate [number of hours] per week. I am enthusiastic about the chance to apply what I have learned in a real-world setting and to help contribute to [Company/Organization Name]'s goals.

Thank you for considering my application. I have attached my resume for your review. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]
[Your School/University]
[Your Course/Major]