

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the On-the-Job Training (OJT) program at [Organization's Name] for the [specific period or dates]. I am currently a [Your Year, e.g., sophomore, junior] student majoring in [Your Major] at [Your Institution's Name], and I believe that this opportunity will greatly enhance my practical knowledge and skills in [Relevant Field/Industry].

During my academic journey, I have acquired essential theoretical knowledge and foundational skills that I am eager to apply in a real-world setting. I am particularly interested in [specific area related to the OJT], and I am excited about the possibility of being part of your team where I could learn and contribute.

I am a proactive and dedicated individual, and I am willing to take on any tasks assigned to me that will aid in my learning experience. I am confident that my background in [mention relevant coursework or experience] aligns well with the goals of your organization.

Thank you for considering my application. I am looking forward to the opportunity to discuss my application in further detail and am available for an interview at your convenience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]