

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., third-year] student at [Your School/University Name], pursuing a degree in [Your Degree/Field of Study]. I am writing to express my interest in applying for an on-the-job training position at [Company/Institution Name] for the [specific term, e.g., summer 2024].

I am eager to gain practical experience in [specific field or area related to your studies] and believe that your organization is an ideal environment for me to develop my skills. [Briefly mention any relevant coursework, projects, or skills that relate to the training position.]

I am particularly drawn to [specific aspect of the company or its projects], and I am excited about the opportunity to contribute to your team while learning from professionals in the field.

Enclosed with this letter are my resume and academic transcript for your review. I would greatly appreciate the opportunity to discuss my application further and learn more about any available training positions.

Thank you for considering my request. I look forward to the possibility of working with [Company/Institution Name].

Sincerely,  
[Your Name]