

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

Dear [Recipient's Name],

I am writing to formally apply for the OJT Scholarship as advertised on [where you found the scholarship]. I am currently a [your year, e.g., sophomore] student majoring in [your major] at [your university/college]. I believe that participating in an on-the-job training program through your scholarship will provide me with invaluable experience and skills for my future career. [Briefly mention your academic background, relevant coursework, and any related experiences or skills.]

Enclosed with this letter are the required documents, including my resume, transcript, and [any other required documents]. I am eager to discuss my application further and explore the opportunities available through this scholarship.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]