

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name]. I am currently a [Your Year, e.g., third-year] student at [Your School/University] majoring in [Your Major/Field of Study].

I believe that gaining practical experience through an OJT program is vital for my professional development, and I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company/field].

During my studies, I have developed skills in [mention relevant skills or knowledge] that I believe would be beneficial to your team. I am eager to learn and contribute positively to your organization.

I am available to start my OJT from [start date] to [end date], and I am flexible with my working hours. I have attached my resume for your review and would be grateful for the opportunity to discuss this position further.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]