

[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 an On-the-Job Training (OJT) position at [Company/Organization Name]. As a [your degree/field of study] student at [Your School/University], I am eager to develop my practical skills and gain valuable experience in [specific area of interest] within your esteemed organization.

Throughout my academic journey, I have gained a solid foundation in [relevant skills or subjects], and I am keen to further enhance my knowledge through hands-on experience. I believe that an OJT opportunity with [Company/Organization Name] would be an invaluable step towards achieving my career goals.

I am available to start my OJT from [start date] and can commit to [number of hours/days per week]. I am confident that my proactive attitude and willingness to learn make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing this opportunity further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Degree/Field of Study]
[Your School/University]
[Your Student ID (if applicable)]