

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in applying for an on-the-job training (OJT) position at [Company's Name]. I am currently a [Your Year, e.g., third-year] student pursuing a [Your Degree] at [Your University], and I am eager to gain practical experience in the [specific field/industry].

During my academic career, I have developed a solid foundation in [relevant skills or subjects related to the position]. I believe that participating in an OJT program at your esteemed company will not only enhance my skills but also allow me to contribute positively to your team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company/industry]. I admire [mention any specific project, value, or attribute of the company], and I am excited about the opportunity to learn and grow in such an environment.

Enclosed is my resume, which provides further details about my background and accomplishments. I am looking forward to the possibility of discussing my application in more detail. Thank you for considering my application for an OJT position.

Sincerely,  
[Your Name]