

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the on-the-job training (OJT) position at [Company's Name]. I believe my [mention relevant skills or coursework] would make me a valuable asset to your team.

I would greatly appreciate the opportunity to interview for this position and discuss how I can contribute to your organization. I am available at your earliest convenience and look forward to your reply.

Thank you for considering my application.

Sincerely,
[Your Name]