

[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 letter finds you well. My name is [Your Name], and I am currently pursuing a degree in [Your Major] at [Your University]. I am writing to express my enthusiasm for the opportunity to interview for an on-the-job training (OJT) position at [Company's Name].

I have always admired [Company's Name] for [specific reason related to the company or its values], and I am eager to contribute to such an innovative team. Through my academic projects and previous internships, I have developed skills in [relevant skills or experiences], and I am excited about the opportunity to apply these skills in a practical setting.

I am particularly drawn to this OJT opportunity because [mention any specific reason related to the position or field]. I believe that my passion for [related field or skill] and my commitment to [related value or goal] make me a strong candidate for this position.

I am available for an interview at your earliest convenience, and I am looking forward to the possibility of discussing how I can contribute to your team. Thank you for considering my application.

Warm regards,

[Your Name]  
[Your University]  
[Your Degree Program]  
[Your Year of Study]