

[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. I am writing to express my strong interest in the opportunity to undertake an on-the-job training (OJT) position at [Company's Name]. As a [Your Current Education/Field of Study] student at [Your Institution], I believe that my academic background and passion for [Industry/Field] make me an ideal candidate for this role.

During my studies, I have developed a solid foundation in [Relevant Skills or Subjects], which I am eager to apply in a practical setting. Moreover, my previous experiences in [Any Relevant Experience, e.g., internships, volunteer work] have equipped me with valuable skills such as [Skill 1, Skill 2, Skill 3]. I am particularly impressed by [Specific Project or Value of the Company] and would be thrilled to contribute to such initiatives.

I am confident that my dedication and enthusiasm will bring added value to your team. I am eager to learn from industry professionals and contribute positively to the ongoing projects at [Company's Name]. I would be grateful for the opportunity to discuss my application further during an interview at your convenience.

Thank you for considering my application. I look forward to the possibility of working together and contributing to the success of [Company's Name].

Warm regards,
[Your Name]