

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the On-the-Job Training (OJT) position at [Company Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain practical experience in [specific area related to the company's industry].

I have attached my resume for your review, which highlights my academic and extracurricular achievements relevant to this position. I believe that my skills in [specific skills relevant to the position] make me a suitable candidate for this opportunity.

I would greatly appreciate the chance to discuss my application further and to learn more about the OJT program at [Company Name]. Please let me know a convenient time for us to meet or speak over the phone.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]