

[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 am writing to express my interest in applying for the On-the-Job Training (OJT) program at [Company's Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to gain practical experience and apply the knowledge I have acquired in the classroom.

My academic background has provided me with a solid foundation in [Relevant Skills/Subjects]. I am particularly drawn to [Company's Name] because of [Specific Reason related to the Company, e.g., its innovative projects, commitment to excellence, etc.]. I believe that this OJT opportunity will not only enhance my skills but also allow me to contribute to your team.

During my studies, I have developed [Mention Any Relevant Experience or Projects], which I believe aligns well with the work at [Company's Name]. I am proactive, adaptable, and eager to learn, qualities that I am confident will make me a valuable addition to your organization.

I would love the opportunity to discuss how my skills and passion align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company and learning from your talented team.

Warmest regards,  
[Your Name]