

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 an on-the-job training (OJT) position at [Company's Name]. As a [Your Major/Field of Study] student at [Your School/University], I am eager to apply my academic knowledge in a practical setting, and I believe that your company offers the perfect environment for me to grow and learn.

During my studies, I have gained substantial knowledge in [mention relevant skills or subjects related to the OJT position]. My coursework has equipped me with [mention specific skills or experiences relevant to the position], which I am excited to bring to your team.

I am particularly drawn to [Company's Name] because of [mention something specific about the company, such as projects, values, or goals that align with your interests]. I am eager to contribute to your ongoing projects while gaining hands-on experience that will enhance my professional development.

I am available for an OJT position from [start date] to [end date], and I am flexible with my schedule to accommodate any training or project timelines. I am enthusiastic about the opportunity to learn from your team and contribute to [mention specific goals/projects of the company]. Thank you for considering my application. I am looking forward to the opportunity to discuss my application further. Please find my resume attached for your reference.

Sincerely,

[Your Name]

[Attachment: Resume]