

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name] as advertised [mention where you found the listing or how you learned about the opportunity]. I am currently a [Your Year/Program] student at [Your School/University], pursuing a degree in [Your Degree/Field of Study]. I am eager to gain hands-on experience and apply my academic knowledge in a practical environment. I believe that [Company/Organization Name]'s commitment to [mention relevant company values, missions, or projects] aligns perfectly with my career aspirations and values. During my studies, I have developed skills in [mention relevant skills or experiences related to the position]. I am particularly drawn to this opportunity because [explain briefly why you are interested in this specific OJT position or company].

I am a motivated individual with a strong willingness to learn and contribute positively to your team. I am confident that my background and enthusiasm make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,
[Your Name]