

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in the On-the-Job Training (OJT) opportunity at [Company/Organization Name] as advertised on [where you found the opportunity]. With my background in [Your Field/Area of Study] and a strong desire to gain practical experience, I am eager to contribute to your team and learn from the expertise within your organization.

As a [Your Major/Field of Study] student at [Your University/College], I have developed a solid foundation in [relevant skills or knowledge]. I am particularly excited about [specific aspects of the company or projects they are involved in], and I believe that my passion for [related field or industry] aligns perfectly with the goals of [Company/Organization Name].

I am proactive, enthusiastic, and willing to take on new challenges. I am confident that my skills in [specific skills relevant to the job] along with my eagerness to learn will allow me to make a meaningful contribution during my OJT experience. Additionally, I am impressed by [specific achievement or value of the company], and I would be honored to support your work in [specific area related to the company].

I look forward to the possibility of discussing my application further and am available at your earliest convenience for an interview. Thank you for considering my application. I hope to bring my passion and dedication to [Company/Organization Name].

Warm regards,

[Your Name]
[Your University/College]
[Your Degree Program]
[Your Graduation Year]