

[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 an On-the-Job Training (OJT) position at [Company's Name] for the [specific field/department] as part of my [degree/certificate program] at [Your School/University]. I am eager to gain practical experience in [specific skills/area of interest] and believe that [Company's Name] offers an excellent opportunity for professional growth.

Currently, I am [briefly describe your academic background and relevant skills]. My coursework in [relevant subjects] and my involvement in [any projects, clubs, or volunteer work] have equipped me with a solid foundation in [specific skills/knowledge relevant to the OJT position]. I am particularly drawn to [Company's Name] because of [mention any specific features about the company, such as its reputation, projects, culture, etc.]. I am excited about the possibility of contributing to your team while further developing my skills in a real-world environment. Enclosed with this letter is my resume for your review. I hope to discuss my application further and explore potential opportunities for OJT at [Company's Name]. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]