

[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], as advertised [specify where you found the opportunity, if applicable]. I am currently a [Your Year] student at [Your School/University] pursuing a degree in [Your Degree/Major], and I am eager to gain hands-on experience in [related field/industry].

I am particularly drawn to [Company's Name] because [mention something specific about the company, its values, or its projects that aligns with your interests]. I believe that the opportunity to work with your team will provide me with invaluable insights and skills that will contribute to my professional development.

During my studies, I have developed a solid foundation in [mention relevant skills or coursework], and I am eager to apply this knowledge in a practical setting. I am a quick learner, highly motivated, and passionate about [specific field/industry related to the OJT]. I am confident that my background and enthusiasm would make me a valuable addition to your team.

I have attached my resume for your review and would be grateful for the opportunity to discuss my application further. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]