

[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 the On-the-Job Training (OJT) opportunity at [Company's Name] as advertised [where you found the job listing]. I am currently a [Your Year, e.g., second-year] student at [Your School/University Name], majoring in [Your Major]. I am eager to gain hands-on experience in [specific field or area related to the company's work] and believe that your organization would provide an excellent environment for this.

Throughout my academic journey, I have developed a strong foundation in [specific skills or knowledge related to the position]. I am particularly impressed by [something specific about the company or its projects] and I am excited about the possibility of contributing to your team while learning from experienced professionals.

I am a dedicated and motivated individual, and I am confident that my skills in [list relevant skills] will allow me to make a meaningful contribution to [Company's Name]. I am looking forward to the opportunity to learn and grow in a dynamic and innovative environment.

I have attached my resume for your consideration. I would appreciate the chance to discuss my application further and explore how I can contribute to your team. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,
[Your Name]