

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your 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]. I am currently a [Your Course/Year] student at [Your School/University] and believe that your organization would provide an invaluable learning experience.

I am eager to contribute my skills in [mention any relevant skills or areas of study] and gain practical experience in [specific field or industry]. I am particularly drawn to [mention something specific about the company or its projects] and would love the opportunity to be part of your team.

Attached is my resume for your consideration. I look forward to the possibility of discussing this opportunity further. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]