

[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 the On-the-Job Training (OJT) position at [Company's Name]. I am currently pursuing a [Your Degree] at [Your School], and I believe that my academic background and enthusiasm for [industry/field] align well with the responsibilities of this opportunity.

During my studies, I have gained valuable knowledge in [specific skills or relevant coursework], which I am eager to apply in a practical setting. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I believe that my skills and proactive approach would allow me to make a meaningful contribution to your team.

I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,
[Your Name]