

[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] as advertised [where you found the listing, if applicable]. I am currently a student at [Your School's Name] pursuing a degree in [Your Degree or Field of Study], and I am eager to gain practical experience in [mention specific area related to the position].

I believe that an OJT opportunity at [Company's Name] would provide me with the essential skills and knowledge necessary to complement my academic studies. I am particularly drawn to [mention any specific aspect of the company or its projects that interests you], and I am excited about the possibility of contributing to your team.

Enclosed with this letter is my resume, which provides further detail about my education and background. I would appreciate the opportunity to discuss how my skills and enthusiasm can contribute to [Company's Name] during an interview.

Thank you for considering my application. I look forward to the possibility of working with you and hope to hear from you soon.

Sincerely,
[Your Name]