

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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/Organization Name]. I am currently a [Your Major/Field of Study] student at [Your School/University] and am eager to gain practical experience in [specific area/field related to OJT].

Through my academic coursework and previous experiences, I have developed a solid foundation in [relevant skills or knowledge]. I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company or its projects]. I believe that the opportunity to work with your team would greatly enhance my skills and allow me to contribute positively to your ongoing projects.

I am available for [mention your availability, e.g., full-time, part-time, specific dates], and I am eager to learn and adapt quickly to the demands of the role. Enclosed is my resume, which provides further details about my academic achievements and relevant experiences.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team during my OJT. Please feel free to contact me at [your phone number] or [your email] to schedule a conversation.

Sincerely,  
[Your Name]