

[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 [mention where you found the OJT opportunity]. I am currently a [Your Major] student at [Your University/College] and am eager to gain practical experience in [related field/industry] through your esteemed organization.

Through my academic journey, I have developed a solid foundation in [mention relevant skills or knowledge related to the field], and I believe that an OJT at [Company's Name] will greatly enhance my learning and professional growth. I am particularly drawn to [mention specific aspects of the company or its projects that interest you], and I am excited about the possibility of contributing to your team while continuing to learn.

I am a dedicated, motivated, and quick learner, ready to take on challenges and contribute positively to your organization. I am confident that my enthusiasm and commitment will make me a valuable addition to your team during my OJT period.

Thank you for considering my application. I hope to discuss my application further and look forward to the possibility of contributing to [Company's Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]