

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the On-the-Job Training (OJT) opportunity at [Company's Name] as advertised [where you found the opportunity]. I am currently [your current educational status, e.g., a student at XYZ University majoring in ABC], and I am eager to gain hands-on experience in [relevant field or position].

Throughout my academic journey, I have developed a strong foundation in [relevant skills or knowledge related to the OJT position]. My coursework and projects have equipped me with the ability to [specific skills or tools relevant to the job]. I am particularly drawn to [Company's Name] because [mention something you admire about the company or how it aligns with your career goals].

I am enthusiastic about the possibility of contributing to [Company's Name] while further developing my skills in a practical setting. I am a quick learner, a team player, and I thrive in dynamic environments. I am confident that my dedication and passion for [industry or field] would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for us to meet.

Sincerely,

[Your Name]

[Attachment: Resume]