

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

Dear [Recipient Name],

I am writing to express my interest in the on-the-job training (OJT) opportunity at [Company Name] as advertised [where you found the job listing]. I am currently a [Your Major] student at [Your University] and am eager to apply my skills and knowledge in a practical setting.

Through my coursework and previous volunteer experiences, I have developed a strong foundation in [relevant skills or knowledge related to the position]. I am particularly drawn to [specific aspect of the company or role] and believe that my enthusiasm and commitment to learning would make me a valuable addition to your team.

I am excited about the chance to contribute to [Company Name] while also gaining hands-on experience that will complement my education. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team as an OJT student.

Sincerely,
[Your Name]