

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization's Name]  
[Company/Organization's 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's Name], as advertised [where you found the opportunity]. I am currently a [Your Year, e.g., "third-year"] student pursuing a degree in [Your Major] at [Your University/College], and I am eager to gain practical experience in [field/industry related to the company].

Throughout my academic journey, I have developed a solid foundation in [mention relevant skills or knowledge], and I am excited about the opportunity to apply what I have learned in a real-world setting. I am particularly drawn to [Company/Organization's Name] because [mention specific reasons related to the company or its projects/values].

I am confident that my [mention any relevant skills, experiences, or coursework] would make me a valuable addition to your team. I am enthusiastic about the possibility of contributing to [specific project or area of the company] while learning from the experienced professionals at [Company/Organization's Name].

I have attached my resume for your consideration. I would greatly appreciate the opportunity to discuss my application further and explore how I can contribute to your team. Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]