

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[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] for the [specific term or duration]. As a [your current year of study, e.g., third-year] student majoring in [Your Major] at [Your School/University], I am eager to gain practical experience in [related field or industry] and apply what I have learned in the classroom.

Throughout my academic journey, I have developed strong skills in [mention relevant skills or coursework pertinent to the position]. I am particularly impressed with [mention something notable about the company or its projects] and believe that my background in [relevant experience or coursework] makes me a suitable candidate for this opportunity.

I am enthusiastic about the possibility of contributing to your team and learning from the accomplished professionals at [Company/Organization Name]. I am confident that the experience I gain during my OJT will be instrumental in my career development.

I have attached my resume for your review and would appreciate the opportunity to discuss this position further. Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]