

[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 applying for an on-the-job training position at [Company's Name]. I am currently a [Your Year, e.g., second-year] student pursuing a degree in [Your Degree] at [Your University]. I am eager to gain practical experience in [Your Field of Interest] and believe that [Company's Name] is the ideal place for me to learn and grow.

Throughout my academic journey, I have developed a strong foundation in [relevant skills or coursework], and I am excited about the possibility of applying my knowledge in a real-world setting. I am particularly drawn to [specific aspect of the company or its projects] because [reason why it interests you].

I am confident that my [specific skills or experiences] will allow me to contribute positively to your team while gaining invaluable hands-on experience. I am a dedicated and enthusiastic individual, eager to take on challenges and learn from industry professionals.

I am available for training from [start date] to [end date], and I am flexible with my schedule to accommodate the needs of your team. I would be grateful for the opportunity to discuss how I can contribute to [Company's Name] while developing my skills.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]