

[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]. I am currently pursuing a [Your Degree] degree at [Your University/College] and believe that your organization would provide an invaluable opportunity for me to gain practical experience in [specific field/industry].

I am particularly impressed by [mention any specific projects, values, or attributes of the company] and I am eager to contribute my skills and enthusiasm while learning from your esteemed team.

Enclosed with this letter are my resume and [any other supporting documents, if necessary]. I look forward to the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]
[Your University/College]
[Your Degree Program]