

[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 the on-the-job training program at [Company's Name]. I am currently a [Your Year, e.g., junior] student studying [Your Major] at [Your University/College], and I believe that this opportunity aligns perfectly with my career goals and academic background.

I am particularly drawn to [specific aspect of the company or program], and I am eager to contribute to your team while gaining practical experience in the field of [specific field/industry]. My coursework in [related subjects or skills] has equipped me with a solid foundation, and I am excited about the possibility of applying my knowledge in a real-world setting.

I am a dedicated and passionate individual who is eager to learn and grow professionally. I am confident that my skills in [mention any relevant skills or experiences] will allow me to be a valuable asset to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] and gain invaluable experience through your training program.

Sincerely,
[Your Name]