

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the on-the-job training program at [Company Name] as advertised [mention where you found the opportunity, e.g., your website, job board, etc.]. I am currently a [Your Degree/Field of Study] student at [Your Institution/University], and I believe that this training would provide me with valuable practical experience to complement my academic knowledge.

I am particularly drawn to [Company Name] due to [mention reasons related to the company's values, projects, or reputation]. I have developed skills in [list relevant skills or experiences] that I believe would contribute positively to your team. Through this training, I hope to gain hands-on experience in [mention specific areas of interest related to the company or industry].

Enclosed is my resume, which provides further details about my academic background and extracurricular activities. I would greatly appreciate the opportunity to discuss my application in more detail and am available for an interview at your convenience.

Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from the professionals at [Company Name].

Sincerely,
[Your Name]