

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

Dear [Recipient Name],

I am writing to express my interest in the on-the-job training (OJT) opportunity at [Company Name] as advertised [mention where you found the opportunity]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University], and I am eager to gain practical experience in [specific field/industry related to the position].

During my studies, I have developed a solid foundation in [relevant skills or subjects], which I believe will allow me to make a meaningful contribution to your team. I am particularly drawn to [Company Name] because [mention reasons related to the company or its projects].

I am enthusiastic about the possibility of working in a dynamic environment where I can apply my theoretical knowledge and learn from experienced professionals. I am dedicated, quick to learn, and ready to tackle the challenges that come with this opportunity.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Attachment: Resume]