

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: OJT Enrollment Application

I am writing to formally apply for the On-the-Job Training (OJT) program at [Company/Organization Name]. I am currently a [Your Year, e.g., 3rd-year] student pursuing a degree in [Your Degree] at [Your School/University].

I am eager to gain practical experience in [specific field or area] and believe that your organization would be the perfect environment to enhance my skills and knowledge.

Attached to this application are the following documents:

1. Resume
2. Transcript of Records
3. Recommendation Letter (if applicable)

I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]