

[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 the On-the-Job Training (OJT) position at [Company's Name] as advertised [mention where you found the job listing, e.g., "on your website" or "in the university notice board"]. I am currently a [Your Year and Major] student at [Your University/College] and believe that my skills and passion for [related field/industry] make me a suitable candidate for this opportunity. I am eager to gain practical experience and apply my knowledge in a real-world setting. During my academic career, I have gained a solid foundation in [relevant skills or coursework], which I am excited to expand upon at [Company's Name].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I am enthusiastic about the possibility of contributing to your team while further developing my skills in a professional environment.

Enclosed with this letter is my resume, which provides additional details regarding my qualifications and educational background. I would appreciate the opportunity to discuss how I can contribute to your organization and learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]