

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an on-the-job training (OJT) position at [Company/Organization Name]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University/College], and I believe that my academic background, along with my passion for [Relevant Field/Industry], make me a suitable candidate for this opportunity.

Through my coursework, I have developed a strong foundation in [Relevant Skills/Knowledge], which I am eager to apply in a practical setting. I am particularly drawn to [Company/Organization Name] because of [a specific reason related to the company or its values/projects], and I am enthusiastic about the chance to contribute to your team while gaining valuable industry experience.

I am a highly motivated individual with a strong work ethic and excellent [mention any specific skills or attributes relevant to the position, e.g., communication, teamwork, problem-solving]. I am confident that my dedication and willingness to learn will allow me to make a meaningful contribution during my OJT period.

Thank you for considering my application. I look forward to the possibility of discussing my application further and the opportunity to learn from the talented team at [Company/Organization Name].

Sincerely,
[Your Name]