

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

Dear [Recipient Name],

I am writing to express my interest in the On-the-Job Training (OJT) position at [Company/Organization Name] as advertised on [where you found the opportunity]. I am currently a [Your Major] student at [Your School/University] and am eager to gain practical experience in [Industry/Field].

Through my coursework and projects, I have developed a strong foundation in [relevant skills or knowledge]. I am particularly excited about the opportunity to apply my learning in a real-world setting and contribute to your team.

I am impressed by [mention something specific about the company/organization], and I believe that an internship at [Company/Organization Name] would provide an invaluable experience that aligns with my career goals.

I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]