

[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 apply for the On-the-Job Training (OJT) opportunity at [Company/Organization Name] as advertised [mention where you found the information]. I am currently a [Your Course/Program] student at [Your School/University], and I am eager to gain practical experience in [specific field/industry].

I have developed a strong foundation in [relevant skills or subjects related to the OJT], and I believe that the hands-on experience I will gain from this internship will complement my academic knowledge. I am particularly interested in [specific aspects of the company or role], and I am excited about the possibility of contributing to your team while learning from industry professionals.

Enclosed is my resume, which provides further details about my education and experience. I am looking forward to the opportunity to discuss how I can contribute to [Company/Organization Name] during my internship. Thank you for considering my application.

Sincerely,  
[Your Name]