

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

Dear [Recipient Name],

I am writing to express my interest in the OJT opportunity at [Company Name] as advertised [where you found the listing]. I am currently a [Your Degree/Program] student at [Your School/University], and I am eager to gain practical experience in [related field/industry].

Through my studies, I have developed skills in [relevant skills or coursework], and I am particularly excited about the possibility of contributing to [specific projects or values of the company].

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. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]