

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Your School/University], majoring in [Your Major]. I am writing to express my interest in the OJT (On-the-Job Training) opportunity at [Company Name] as advertised [where you found the listing, e.g., on your website, job portal, etc.].

Throughout my academic career, I have developed a strong foundation in [relevant skills or knowledge related to the internship]. I believe that my background and eagerness to learn make me a suitable candidate for this position. I am particularly drawn to [specific aspect of the company or department], and I am excited about the prospect of contributing to your team while gaining practical experience in the field.

I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and interests align with the objectives of [Company Name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Major/Program]
[Your School/University]
[Your LinkedIn Profile (if applicable)]