

[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 applying for the On-the-Job Training (OJT) position at [Company Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in the field of [Industry/Field of Interest]. I believe that my academic background and my passion for [relevant skills or field-related interests] align well with the goals of your esteemed organization. During my time at [Your University/College], I have developed a solid foundation in [mention relevant coursework or skills], which I am eager to apply in a real-world setting.

Furthermore, I have participated in [any relevant projects, internships, or volunteer work], which has equipped me with [mention specific skills or experiences related to the OJT]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects, values, etc.]. I admire [mention any relevant company achievement or value] and am excited about the chance to contribute to your team.

I am looking for an opportunity to learn and grow within [specific department or area of interest] at [Company Name]. I believe that my eagerness to learn and my dedication would make a valuable addition to your team.

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 [Company Name] as an OJT intern.

Sincerely,
[Your Name]