

[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 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 on-the-job training (OJT) opportunity at [Company/Organization Name] as advertised on [where you found the job listing].

I am eager to gain practical experience in [relevant field/industry], and I believe that your organization would provide a valuable environment for my professional growth. I am particularly drawn to [specific aspect of the company or its projects], and I am excited about the possibility of contributing to your team while enhancing my skills.

I would appreciate the opportunity to interview for this position at your convenience. I am looking forward to the possibility of discussing how my background, skills, and enthusiasm can be in alignment with the goals of [Company/Organization Name].

Thank you for considering my application. I hope to hear from you soon to schedule a conversation.

Warmest regards,  
[Your Name]