

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the opportunity for an On-the-Job Training (OJT) position at [Company Name]. As a [Your Major/Field of Study] student at [Your University/College], I am eager to gain hands-on experience in the field and believe that [Company Name] would provide an excellent environment for my professional development.

I have developed a strong foundation in [relevant skills or coursework] and am excited to contribute to your team while learning from experienced professionals. I am particularly impressed by [mention any specific project, value, or achievement of the company] and I am motivated to be part of such a dynamic team.

I would appreciate the opportunity to further discuss how my skills and enthusiasm align with the goals of [Company Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] as an OJT intern.

Sincerely,  
[Your Name]