

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

[Recipient's Name]
[Company's Name]
[Company's 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 on-the-job training (OJT) opportunity at [Company's Name] that was recently advertised. I am currently a [Your Current Level of Education] at [Your School/University] majoring in [Your Major/Field of Study], and I am eager to apply my skills and knowledge in a real-world setting.

During my studies, I have developed a strong foundation in [Relevant Skills/Knowledge Related to the OJT Position], and I am particularly drawn to [Specific Area or Project related to the Company]. I believe that interning at [Company's Name] would allow me to gain valuable insights and practical experience while contributing to your team.

I am impressed by [Company's Specific Achievement or Value], and I would relish the opportunity to learn from professionals in the field. I am confident that my enthusiasm, combined with my skills in [Specific Skills], will make me a valuable addition to your team.

Thank you for considering my application. I am looking forward to the chance to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]