

[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. My name is [Your Name], and I am currently a [Your Year, e.g., junior] student at [Your University] majoring in [Your Major]. I am writing to express my interest in the on-the-job training (OJT) opportunities at [Company's Name].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/values]. I believe that the skills and knowledge I have acquired through my academic curriculum and [any relevant coursework or projects] will allow me to effectively contribute to your team while gaining invaluable experience in the field.

Through my studies and previous internship at [Previous Internship Company or Position, if applicable], I have developed [relevant skills or experiences]. I am eager to further refine these skills under the guidance of your experienced professionals.

I would greatly appreciate the opportunity to interview for a potential OJT position with [Company's Name]. 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 possibility of contributing to your team.

Sincerely,
[Your Name]
[Your University]
[Your Major]