

[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 am writing to express my interest in the [specific OJT position title] position at [Company's Name] as advertised [where you found the listing, if applicable]. I am currently a [Your Degree/Program] student at [Your University/College], and I am eager to apply my knowledge and skills in a professional environment.

Throughout my academic career, I have developed a strong foundation in [relevant skills or subjects], which I believe will be beneficial in contributing to your team. My coursework has equipped me with [specific skills or experiences relevant to the position], and I am excited about the opportunity to gain hands-on experience at [Company's Name].

I am particularly drawn to [Company's Name] because of [specific reasons related to the company/industry], and I am eager to learn more about [aspect of the company or industry]. I am confident that my enthusiasm and commitment to excellence will make me a valuable addition to your team during my internship.

I have attached my resume for your review, and I would be grateful for the opportunity to discuss my application further. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name] and gaining invaluable experience through this OJT position.

Sincerely,
[Your Name]