

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an On-the-Job Training (OJT) position at [Company/Organization Name] as advertised on [where you found the opportunity, e.g., your website, job board]. I am currently a [Your Year, Program, or Course] student at [Your School Name] and am eager to gain practical experience in [specific field or industry related to the internship].

Throughout my academic career, I have developed a strong foundation in [related skills or subjects], and I am particularly drawn to [specific aspect of the company or industry]. I am excited about the opportunity to work alongside professionals at [Company/Organization Name] and contribute to [specific project or goal related to the company].

I am particularly interested in [mention any specific area of interest within the company] and believe that my skills in [mention relevant skills or experiences] will enable me to make a meaningful contribution during my time with your team. I am a motivated and adaptable individual who is eager to learn and grow within a professional environment.

Enclosed with this letter is my resume, which further outlines my qualifications. I would appreciate the opportunity to discuss my application in more detail and explore how I can contribute to [Company/Organization Name] during my OJT. 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 working together and contributing to [Company/Organization Name].

Sincerely,

[Your Name]

[Attachment: Resume]