

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 position at [Company/Organization Name]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your School]. I am eager to gain hands-on experience and contribute to your esteemed organization.

I believe that my skills in [relevant skills] and my passion for [industry/field] will enable me to make a meaningful contribution during my internship. I am particularly impressed by [something specific about the company] and am excited about the opportunity to learn from your team.

I have attached my resume for your review. I would be grateful for the opportunity to discuss my application in further detail. Thank you for considering my application.

Sincerely,
[Your Name]