

[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 on-the-job training (OJT) opportunity at [Company's Name] as advertised [where you found the job listing]. I am currently a [your level of education, e.g., "third-year student"] at [Your School/University Name], pursuing a degree in [Your Major].

I am eager to apply my academic knowledge in a practical setting and believe that an internship at [Company's Name] would provide me with valuable insights and skills in [relevant field or skills related to the company]. I am particularly impressed by [mention any specific aspect of the company or its projects that attracts you], and I am motivated to contribute to such initiatives.

I have attached my resume for your review, which outlines my relevant coursework and projects. I am excited about the opportunity to learn from your experienced team and contribute positively to [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this opportunity further.

Sincerely,
[Your Name]