

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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]. As a [Your Degree/Field of Study] student at [Your School/University], I am eager to gain practical experience and enhance my skills in [specific area related to the internship].

During my studies, I have acquired knowledge in [relevant skills or courses], and I am enthusiastic about applying this in a real-world setting. I am particularly drawn to [specific aspect of the company or position], and I believe that an OJT at [Company's Name] will allow me to contribute while learning from experienced professionals.

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 opportunity to speak with you.

Sincerely,
[Your Name]