

[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 formally apply for an internship position as part of my On-the-Job Training (OJT) program. I am currently a [Your Current Year/Level] student at [Your School/University Name], pursuing a degree in [Your Degree/Field of Study].

I am eager to gain practical experience in [specific area related to the company or position], and I believe that an internship with [Company's Name] would provide me with invaluable industry exposure.

During my academic career, I have developed skills in [relevant skills], and I am excited about the opportunity to contribute to your team. I am particularly drawn to [specific project, values, or goals of the company] and would love to be part of such initiatives.

I am available for an internship starting [start date] and can commit to [duration/frequency of availability]. I have attached my resume for your review, and I would appreciate the chance to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]
[Your School/University Name]
[Your Degree/Field of Study]