

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

Dear [Employer's Name],

Subject: Letter of Intent for OJT Position

I am writing to express my interest in the On-the-Job Training (OJT) position at [Company's Name] as advertised on [where you found the listing]. I am currently a [Your Year] student majoring in [Your Major] at [Your University], and I am eager to apply my academic knowledge in a practical setting.

During my studies, I have gained valuable skills in [mention relevant skills or experiences related to the position], which I believe will be beneficial to your team. I am particularly drawn to [specific aspect of the company or position] and am excited about the opportunity to contribute to [mention any relevant project or value the company upholds].

I am available for the OJT program from [start date] to [end date], and I am flexible with working hours. I am enthusiastic about the chance to learn and grow within your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of [Company's Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]