

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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/Organization Name]. I am currently a [Your Year, e.g., sophomore] student at [Your School/University] majoring in [Your Major/Field of Study]. I believe that this internship will provide me with valuable hands-on experience in [specific area/industry relevant to OJT].

During my studies, I have developed skills in [list relevant skills or experiences], which I am eager to apply in a practical setting. I am particularly impressed by [mention something specific about the company or its projects], and I would be honored to contribute to your team. 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 learn from and contribute to [Company/Organization Name].

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Major/Field of Study]