

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University]. As part of my academic requirements, I am seeking opportunities for an on-the-job training (OJT) program and am reaching out to professionals in the [Industry/Field] to learn more about potential openings and to expand my network.

I am particularly impressed by [mention something specific about the recipient's company or work that interests you], and I believe that an OJT experience with your organization would allow me to apply my skills while gaining valuable industry insights.

If possible, I would greatly appreciate the opportunity to discuss potential OJT openings or your career advice in the [specific industry/field]. I am eager to learn and can be flexible with my schedule to meet at your convenience.

Thank you for considering my request. I look forward to the possibility of connecting with you.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]