

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] at [Company's Name], as advertised [where you found the job posting]. As a high school student at [Your School's Name], I am eager to apply my skills and enthusiasm to contribute positively to your team.

Throughout my education, I have developed strong [mention two or three relevant skills related to the job, e.g., communication, teamwork, problem-solving]. For instance, while working on [describe a relevant project, experience, or activity], I [explain what you did, the skills you used, and the result]. This experience taught me the importance of [related takeaway or lesson].

I am particularly excited about the opportunity to work at [Company's Name] because [mention something specific about the company or its mission that resonates with you]. I believe my passion for [related field or interest] and my readiness to learn would make me a valuable addition 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 possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]