

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

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] at [Company/Organization Name], as advertised [where you found the job listing]. As a dedicated and motivated high school student, I am eager to contribute my skills and enthusiasm to your team.

I have developed a strong foundation in [relevant skills or experiences], which I believe would benefit your organization. Through [specific experience or project], I have demonstrated my ability to [related achievement or responsibility]. My passion for [relevant field or interest] drives me to seek opportunities that allow me to grow and help others.

I am excited about the possibility of joining [Company/Organization Name] and contributing to [specific project or goal of the company]. I am confident that my [qualities or skills] make me a strong candidate for this position.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]