

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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 listing]. As a high school student with a strong passion for [related field/area], I believe I would be a valuable addition to your team.

During my time at [Your School's Name], I have [mention any relevant experiences, such as clubs, volunteer work, part-time jobs, or courses]. These experiences have helped me develop skills in [list relevant skills related to the job].

I am particularly drawn to [Company's Name] because [mention something specific about the company that interests you]. I admire [specific quality or achievement of the company], and I am eager to contribute my skills and enthusiasm to your team.

I look forward to the opportunity to discuss how my background, skills, and interests align with the needs of your team. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Attachment: Resume]