

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. As a high school student at [Your School's Name], I am eager to gain experience in [specific area/industry].

Throughout my time in school, I have developed strong [skills/qualities relevant to the job], which I believe would be beneficial to your team. For example, [briefly mention a relevant experience or project].

I am excited about the opportunity to contribute to [Company's Name] and to learn from a talented team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Thank you for considering my application.

Sincerely,

[Your Name]