

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. As a high school student at [Your School's Name], I am eager to gain hands-on experience and contribute to your team.

Throughout my academic career, I have developed strong [relevant skills or qualities], particularly in [specific area related to the job]. My involvement in [mention any clubs, volunteer work, or relevant experiences] has taught me the importance of [mention any relevant skills like teamwork, communication, or leadership].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its values], and I am excited about the opportunity to learn from your team. I am a quick learner and am enthusiastic about applying my skills in a practical environment.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]