

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 on [where you found the job listing]. As a high school student currently enrolled at [Your High School's Name], I am eager to gain practical experience and contribute my skills to your esteemed team.

In my time at school, I have developed strong [mention relevant skills or experiences, e.g., communication, teamwork, or specific coursework] that align with the responsibilities of the [Position Title]. Additionally, my involvement in [any extracurricular activities, volunteer work, or part-time jobs] has helped me cultivate [specific skills or experiences relevant to the job].

I am particularly attracted to this position at [Company's Name] because [mention specific reasons related to the company or position that excite you]. I am eager to learn from your team and contribute positively to your company's goals.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further. I can be reached at [Phone Number] or [Email Address].

Sincerely,  
[Your Name]