

[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 [Position Title] position at [Company's Name] as advertised [where you found the job posting]. As a dedicated high school student with a strong passion for [related field/industry], I am eager to contribute my skills and enthusiasm to your team.

During my time at [High School Name], I have actively participated in [relevant extracurricular activities, clubs, or volunteer experiences], which have helped me develop [specific skills or qualities relevant to the job]. For example, [provide a brief example or story that demonstrates your skills and dedication].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects]. I admire [mention any notable achievements or aspects of the company] and believe that my background in [skills or experiences] aligns well with your goals.

I am excited about the opportunity to learn from your team and contribute to [specific project or goal of the company]. I am confident that my strong work ethic, willingness to learn, and passion for [industry/field] make me a suitable candidate for this position.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name].

Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a conversation.

Sincerely,
[Your Name]