

[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 [position title] at [Company's Name] as advertised [where you found the job listing]. As a high school student at [Your School's Name], I have developed a strong set of skills and a passion for [industry or field relevant to the job] that I believe would make me a valuable addition to your team.

During my time at [Your School's Name], I have been actively involved in [mention any relevant activities such as clubs, sports, volunteer work, etc.]. These experiences have helped me to develop [mention relevant skills or qualities, e.g., leadership, teamwork, time management]. I am particularly excited about the opportunity to contribute to [specific projects or values of the company that appeal to you].

I am eager to bring my [specific skills or attributes] to [Company's Name] and learn from your team. I am confident that my [mention any relevant experience or coursework] will allow me to make a meaningful impact.

Thank you for considering my application. I look forward to the possibility of discussing my application further. I can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]