

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. As a motivated high school student, I am eager to gain work experience and contribute to your team.

I am currently a [your grade] at [High School Name], where I have developed strong [mention relevant skills or experiences, e.g., communication, teamwork, time management]. I am particularly drawn to this position because [explain why you're interested in the job or company].

In addition to my academic commitments, I have [mention any relevant experience, such as volunteer work, internships, or previous jobs]. This experience has taught me the importance of [mention a skill or quality that relates to the job].

I am excited about the opportunity to work with [Company Name] and believe I can make a positive contribution to your team. I am available [mention your availability] and look forward to the chance to discuss how my background, skills, and enthusiasm align with the needs of your company.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]