

[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 [specific position] 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 foundation in [relevant skills or experiences related to the job], which I believe makes me a suitable candidate for this position.

During my time at [Your School's Name], I have been actively involved in [mention any relevant extracurricular activities, clubs, or volunteer work]. These experiences have helped me develop [mention specific skills or qualities], which I aim to bring to [Company's Name].

I am particularly drawn to this position because [mention what attracts you to the company or role]. I believe that my enthusiasm for [related field or industry] and my willingness to learn will allow me to contribute positively to your team.

I would appreciate the opportunity to discuss how my background, skills, and interests align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]