

[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 [Job Title] position at [Company's Name] as advertised [where you found the job listing]. I am currently a student at [Your High School's Name] and am eager to gain experience in [Field/Industry].

I have [mention any relevant experience, skills, or achievements] that has prepared me for this role. I am a dedicated and motivated individual, and I thrive in team environments. I am excited about the opportunity to contribute to your team while also continuing to grow and learn.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]