

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

Dear [Employer's Name],

I am writing to express my interest in the [Position Title] at [Company's Name]. As a high school student at [Your School's Name], I am eager to gain practical experience and contribute to your team.

I am particularly drawn to this position because [briefly explain why you are interested in the job or the company]. My involvement in [mention any relevant activities, clubs, or volunteering] has equipped me with skills in [list relevant skills]. I am confident that my enthusiasm and willingness to learn will make me a valuable addition to your team.

I am excited about the opportunity to [mention what you hope to achieve or learn in this position]. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]