

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization Name] as advertised [where you found the position, e.g., on your website, in a job fair]. I am currently a high school student at [Your School Name] and I am excited to apply my skills and enthusiasm toward [mention a relevant goal or value of the organization].

In my time at [Your School Name], I have developed strong [mention relevant skills or experiences, e.g., leadership, communication, teamwork] through my involvement in [clubs, sports, volunteer work]. For instance, [give a brief example of a relevant experience or accomplishment that relates to the position]. This experience has taught me the importance of [mention a relevant lesson or value].

I am particularly drawn to [Company/Organization Name] because [explain why you are interested in the company, connecting it to your skills or values]. I admire [mention something specific about the company or its mission], and I believe my background in [mention relevant subject or activity] will allow me to contribute positively to your team.

Thank you for considering my application. I am eager to bring my passion and dedication to [Company/Organization Name], and I look forward to the opportunity to discuss how I can contribute to your [mention a specific goal or project]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]