

[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 [Position Title] at [Company's Name], as advertised on [where you found the job posting]. I am currently a high school student at [Your School's Name], and I am eager to bring my skills and enthusiasm to your team.

In school, I have been actively involved in [mention relevant extracurricular activities], where I developed [specific skills or experiences related to the position]. For example, [provide a brief anecdote or achievement that highlights your preparedness for the position].

I am particularly drawn to [Company's Name] because [mention specific reasons related to the company or its mission that resonate with you]. I believe that my [specific skills or qualities] would make a valuable contribution to your team, especially [mention how it aligns with the company's goals or projects].

I am excited about the opportunity to gain experience and learn from a reputable company like yours. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]