

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Saw the Ad]. As a student at [High School Name], I am eager to apply my [Skill 1] and [Skill 2] to contribute to your team in an after-school capacity.

Although this would be my first formal role in this industry, I have developed strong time-management and responsibility skills through [Academic Achievements, Sports, or Volunteer Work]. My schedule allows me to work from [Start Time] to [End Time] on weekdays and [Full Availability] on weekends.

I am particularly drawn to [Company Name] because of [Reason You Like the Company]. I am a quick learner, punctual, and ready to provide excellent service to your customers.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can help your team.

Sincerely,

[Your Signature/Name]