

*[Your Full Name]*

*[Your Address, City, State, Zip Code]*

*[Your Phone Number]*

*[Your 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 a student at *[High School Name]*, I am eager to apply my dedication, punctuality, and strong work ethic to your team.

Although this would be my first professional role, I have developed valuable skills through *[mention a school club, sport, or volunteer activity]*. Specifically, I have learned how to *[skill, e.g., work effectively in a team/manage time efficiently]*. I am a quick learner who is ready to take on new challenges and contribute to the success of *[Company Name]*.

I am particularly drawn to this role because *[mention one thing you like about the company]*. I am confident that my positive attitude and willingness to learn make me a great fit for your entry-level team.

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

Sincerely,

*[Your Signature (if sending by mail)]*

*[Your Typed Name]*