

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[City, State, Zip Code]

[Date]

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

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

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Where you saw the ad]. As a recent graduate of [High School Name], I am eager to apply my strong work ethic, reliability, and willingness to learn to your team.

During my time in high school, I maintained a [GPA, if high] and was actively involved in [Club, Sport, or Volunteer Activity]. Through these experiences, I developed key skills in [Skill 1, e.g., communication], [Skill 2, e.g., teamwork], and [Skill 3, e.g., problem-solving]. I am known for my punctuality and my ability to follow complex instructions accurately.

Although this would be my first professional role, I have gained practical experience through [mention a specific project, volunteer role, or chore]. I am particularly drawn to [Company Name] because of [Specific reason you like the company], and I am committed to contributing to the high standards of service your customers expect.

Thank you for your time and for considering my application. I am looking forward to the possibility of discussing how my energy and dedication can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]