

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[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] with a strong work ethic and a desire to learn, I am eager to contribute to your team.

Although this would be my first formal job, I have developed valuable skills through [mention school projects, sports, or volunteering]. These experiences have taught me the importance of punctuality, teamwork, and [another skill, e.g., communication/problem-solving]. I am a quick learner who is comfortable following instructions and interacting with the public in a professional manner.

I am particularly drawn to [Company Name] because of its reputation for [mention something positive about the company]. I am confident that my positive attitude and dedication will make me a reliable member of your staff.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how I can support your team during an interview.

Sincerely,

[Your Signature]

[Your Printed Name]