

[Your Full Name]

[Your Address, City, State, Zip]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name]

[Company/Organization Name]

[Company Address]

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

I am writing to express my interest in the [Internship Position Name] at [Company Name] for the [Summer/Fall/Spring] term. As a current student at [High School Name] with a strong interest in [Field of Interest], I am eager to apply my academic knowledge to a professional setting.

During my time at [High School Name], I have maintained a [GPA] and have been actively involved in [Club, Sport, or Activity]. My coursework in [Relevant Subject 1] and [Relevant Subject 2] has provided me with a solid foundation in [Relevant Skill]. I am particularly drawn to [Company Name] because of its reputation for [Company Project or Value].

I am a hardworking and fast learner who is ready to contribute to your team. I am confident that my background in [Specific Skill or Experience] makes me a strong candidate for this role.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how I can contribute to [Company Name].

Sincerely,

[Your Signature/Printed Name]