

[Your Full Name]
[Your Address]
[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 enthusiastic interest in the *[Job Title]* position at *[Company Name]*, as advertised on *[Where you saw the ad]*. As a student at *[School Name]* looking to begin my professional career, I am eager to bring my work ethic and positive attitude to your team.

Although this would be my first formal job, I have developed strong foundational skills through *[mention school projects, sports, volunteering, or clubs]*. These experiences have taught me the importance of punctuality, clear communication, and working effectively with others. I am a quick learner who is comfortable following instructions and staying organized in a fast-paced environment.

I have always admired *[Company Name]* for its *[mention something you like about the company, e.g., customer service or products]*, and I am excited about the opportunity to contribute to your success. I am available to work *[mention availability, e.g., evenings and weekends]* and am ready to start immediately.

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 Name]