

[Your Full Name]

[Phone Number]

[Email Address]

[City, State]

[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] with a [GPA, if high] GPA, I am eager to apply my [Skill 1] and [Skill 2] to contribute to your team while maintaining my academic commitments.

Although this would be my first formal role, I have developed strong organizational and time-management skills through [Extracurricular Activity, Sport, or Volunteer Work]. For example, [Briefly describe a specific achievement or responsibility]. I am known for being a quick learner and a reliable team member who can handle fast-paced environments.

I am particularly drawn to [Company Name] because of [Reason why you like the company]. I am available to work [mention evening/weekend availability] and am prepared to dedicate myself to providing excellent service to your customers.

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

Sincerely,

[Your Signature]

[Your Printed Name]