

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

[Current Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name] for the upcoming summer season. As a student at [High School Name] with a strong work ethic and a desire to gain professional experience, I am confident that I would be a valuable addition to your team.

Although this would be my first formal role in this industry, I have developed relevant skills through [mention school projects, volunteer work, or sports]. My experience in [mention a specific skill like teamwork, communication, or organization] has prepared me to handle the fast-paced environment at [Company Name]. I am known for being punctual, eager to learn, and capable of following instructions accurately.

I am particularly drawn to [Company Name] because of [mention one specific reason you like the company]. I am available to work [mention availability, e.g., full-time, weekends, or specific dates] starting from [Start Date] through [End Date].

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 this summer.

Sincerely,

[Your Name]