Please note:

- This is a template, and you should customize it to fit your specific experiences and the requirements of the job you are applying for.
- Research the company and the specific role to tailor your letter and demonstrate your genuine interest.
- Use strong action verbs and quantify your achievements whenever possible.
- Proofread carefully for any errors in grammar or spelling.

delete the section above when finished writing your letter as it is tips and not part of the letter

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name (if known)]

[Hiring Manager Title]

[Company Name]

[Company Address]

Subject: Application for [Job Title] - Recent High School Graduate

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform where you saw the job posting]. As a recent graduate of [High School Name], I am eager to contribute my strong work ethic, eagerness to learn, and [mention 1-2 relevant skills e.g., communication, problem-solving, teamwork] to a dynamic and supportive environment.

During my high school career, I actively sought opportunities to develop valuable skills. I was an active member of [mention relevant clubs/organizations e.g., the school newspaper, the robotics club], where I [briefly describe a relevant achievement or responsibility e.g., led a team project, improved communication skills, developed organizational skills]. I also [mention any relevant part-time jobs, volunteer work, or internships e.g., worked as a cashier at a local grocery store, volunteered at an animal shelter, completed a summer internship at a marketing firm]. These

experiences instilled in me a strong sense of responsibility, the ability to work independently and as part of a team, and a commitment to delivering high-quality results.

I am particularly drawn to [Company Name] because of [mention something specific that interests you about the company e.g., its commitment to sustainability, its innovative culture, its positive employee reviews]. I am confident that I possess the necessary foundation to quickly learn and excel in this role, and I am eager to contribute to the success of your team.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further in an interview.

Sincerely,

[Your Name]