

Name

Address | Cell: | Email: *(make sure to create live link)*

Date

Name

Title

Address

City, State ZIP

Dear _____,

Body

I am a _____ at Weymouth High School. I am interested in pursuing a career in _____.

I have achieved (proud of) _____. I have (am currently working at)

(Introduce Senior Project, especially if relevant to your career path and/or job application)

I believe I would be an asset to your organization because I am a highly motivated individual who will work hard to ensure a mutually beneficial relationship between myself and your organization.

Enclosed please find my resume for your review. I would appreciate the opportunity to meet you and learn more about your _____ opportunity. I look forward to hearing from you in the near future.

Thank you for considering me for the position of _____.

Sincerely,

Your Name