

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Today's Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for the part-time [Job Title] position at [Company Name], as advertised on [Source of Job Posting]. As a motivated and responsible high school student with a strong work ethic, I believe I would be an asset to your team and have much to offer.

Although I may not have extensive professional experience, I have developed valuable skills through my academic pursuits and extracurricular activities. As an active member of my school's [mention relevant clubs, organizations, or sports teams], I have honed my ability to collaborate with diverse peers, communicate effectively, and manage my time efficiently.

In addition, I am highly proficient in using various computer software and have a keen eye for detail, which I have demonstrated through my participation in [mention relevant projects or competitions]. I am eager to apply these skills in a practical setting and contribute to the success of [Company Name].

I am particularly drawn to [Company Name]'s commitment to [mention a specific aspect of the company, such as customer satisfaction, innovation, or community involvement]. I appreciate your emphasis on [relevant values or mission statements], as they align with my own principles and aspirations. By working at [Company Name], I believe I can further develop my skills and gain valuable real-world experience.

I would welcome the opportunity to meet with you to discuss how my qualifications align with the needs of [Company Name]. Thank you for considering my application. Enclosed is my resume for your review. I am excited about the possibility of joining your team and contributing to the success of [Company Name].

Thank you for your time and consideration.

Sincerely,
[Your Name]

Remember to customize the cover letter to highlight your own skills, experiences, and interests as a high school student. Feel free to modify the example provided to suit your specific situation and the requirements of the job you are applying for.