

Date: [Insert Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the part-time [Position Title] position at [Company Name] as advertised [mention where you found the job posting, e.g., on your company website]. As a current student at [Your High School Name], I am eager to gain valuable work experience while continuing my education. I believe my strong work ethic, responsibility, and enthusiasm make me a great fit for this opportunity.

Although I am new to the workforce, I have developed important skills through my academic and extracurricular activities that are directly applicable to this role. For example, participating in [mention club, sport, volunteer work, or other relevant experience] has taught me how to manage my time effectively, work as part of a team, and communicate clearly. I am confident these skills will allow me to contribute positively to your team.

I am committed to balancing my schoolwork with my job responsibilities and am available to work evenings, weekends, and during school breaks. I am eager to learn new skills and am open to any training required for the position. My teachers and peers know me as punctual, dependable, and always willing to lend a helping hand.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and enthusiasm can benefit [Company Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]