

COVER LETTER for High School Students

Many teenagers who pass high school look for part time or full time jobs for earning pocket money. A job can be an experience-building stepping-stone if you already know what type of career you would like to make in future. Nowadays there is huge number of jobs available for high school student. You just need to prepare an effective cover letter if you want to secure a decent job.

In this case the Cover Letter is used for another purpose like Scholarships. It is used to introduce you and your work to a Scholarship Board or Sponsor. The first person to read your Cover Letter may be the person that decides whether your information should be looked at further. You are trying to grab their attention as well as give them a brief picture of who you are. It should be a short letter that may even pick some information from your Resume or Application that comes after.

The following letter is an EXAMPLE of a Cover Letter that you should change/adapt to what fits your needs. Do not copy and use this letter and please ask an adult for help with this.

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This is one of many that may be of use to you.*

Your Name

Your Address

Your City, State, Zip Code

Your Phone # *(this should be a number where messages can be taken for you)*

Your Email *(you should be checking this daily)*

Date

Employer/Scholarship Name

Company

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name,

I am responding to the employment/Scholarship opportunity within our Local Scholarship program. Please accept this letter and accompanying resume/application as evidence of my interest in applying for this job/scholarship. I feel my qualifications and my skills would prove to be an asset for your organization.

I will graduate from Argonaut High School this June 1999. Now, I am looking for a job that will add experience to my developing career. Here are some of my key strengths that I would bring to the position. I am:

1. A self-starter.
2. Disciplined.
3. An excellent communicator.
4. Very willing and eager to learn new things.
5. Exceptional at customer service.
5. Great team worker.

Accepting challenges is the foundation of my life experiences and something I do with confidence. You will find me a totally committed individual with pride in being direct, spontaneous and communicative. I can maintain records, perform numerical calculations with accuracy and I need little direction to complete assigned tasks. These are the qualities that make an excellent candidate for this post.

I am responsible for handling and organizing various important activities in my school. I have participated in numerous cultural/community activities. I have a working knowledge of MSWord, MSPowerPoint, MSEXcel and the Internet.

I would appreciate your consideration of my credentials. If you do think there is a shared interest, I would greet the chance to meet with you to hear more about your company, the requirements of the position, and how my skills would be a good fit.

Thank you in advance for your consideration.

Sincerely,

Your Signature

Your Typed Name