**[Your Name]**

**[Address]**

**[City, State, Zip Code]**

**[Phone Number]**

**[Email]**

**[Date]**

**Dear [Name of Contact Person],**

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of [job you are applying for].

As a student I have been extensively involved in my school community, which has allowed me to develop strong interpersonal skills. My involvement in various events, [name social school activities you are involved with], has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organizational skills, which I see are very important when seeking to work as part-time while continuing to study.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out wherever possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role as well as get along with my co-workers.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

I believe that I have a lot to offer to your organization. Thank you for your time and have a great day!

Sincerely,

**[Your Signature]**