

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

I have enclosed my resume and am writing to tell you of my qualifications for the job of \_\_\_\_\_ with your company.

I have many skills and accomplishments that I feel qualify me for the position that I am seeking. I \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I also have many personal qualities that would help me do the job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

At this time I have not yet finished high school. I am now in the \_\_\_\_\_ grade, but my plans for further education and/or training are \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

I feel that I am the best candidate for the job because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

Sincerely yours,

\_\_\_\_\_