

## Sample Cover Letter for High School Student

May 15, 20--

Mary Smith  
Human Resources Director  
Southwest Building blocks  
522 S. Miller Avenue  
Farmington, NM 87401

Dear Ms. Smith:

This letter is in response to the part-time entry level office position advertised on your website with a closing date of June 1. As of May 28<sup>th</sup> I will have completed all of the coursework necessary to earn my high school diploma and will be ready to work at that time.

In reviewing job posting #2218, I noticed that you are looking for someone with office experience. As you can see from my resume I have worked for Bloomfield High School in their office since I was 15 years old. As a young person it was exciting to be viewed with enough maturity to carry out the responsibilities of an office intern and to discover that I thoroughly enjoyed this type of work environment. I am eagerly looking forward to beginning a career in an office setting as I continue my education on a part-time basis at San Juan College.

You may reach me by email at [jonesna@sanjuancollege.edu](mailto:jonesna@sanjuancollege.edu) or you may call me at 505-333-4444. If I am not at home, please leave me a message and I will return your call immediately. Thank you for your consideration and the time you have spent reviewing my resume.

Sincerely,

Nancy Jones  
2209 Country Boulevard  
Bloomfield, NM 87410  
505-333-4444

Enclosure