

[Your Name]
[Your Address]
[City, State, Post Code]
[Email Address]
[Phone Number]
[Today's Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Post Code]

Dear [Recipient's Name],

I am writing to apply for the [Job Title] position at [Company Name]. As a recent high school graduate with strong organisational and communication skills, I am an excellent fit for this role.

Throughout high school, I developed a solid foundation in critical skills relevant to administrative and office work. I am detail-oriented, organised, and possess excellent time management abilities. With my enthusiasm and eagerness to learn, I am confident in my ability to adapt quickly to the demands of an office environment.

Though I may not have direct office experience, I am technologically adept and proficient in Microsoft Office Suite. Additionally, my extracurricular activities have honed my teamwork and communication skills, which will contribute to a collaborative and efficient work environment.

I am particularly drawn to [Company Name]'s dedication to [mention company values, culture, or projects that resonate with you]. I am excited about the opportunity to contribute to the company's success while furthering my personal and professional growth.

I have attached my resume for your review. I would welcome the chance to discuss in more detail how my skills and enthusiasm make me a strong candidate for this position.

Thank you for your time and consideration. I look forward to hearing back from you.

Sincerely,

[Your Name]