**i.m. hired**

**12200 Burke blvd, Omaha** **I 123-456-7890** I **email**

[Date]

[Recipient Name]

[Title]

[Company name[

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

My name is [Name] and I am a sophomore at Burke High School. It has come to my attention that you have an opening for [the position you’re applying for] and I’m interested in joining your team. I’ve heard many positive things about [company name], such as [list things you know about the company]. [Explain why you are interested in working for this company.]

[Explain in several sentences what you can bring to the job. Give a brief overview of the skills and experiences that prepare you for this job. Highlight any past achievements. This is the paragraph about why they should hire you!]

I would appreciate the opportunity to further discuss my qualifications for this position. I have also enclosed a resume for your review. I can be reached at [phone number] or [your email]. I look forward to hearing from you.

 With Regard,

[Name}