**Your Name**

142 Facebook Blvd.

Santa Monica, CA, 94301 United States

(423)135-4624

Your.Name@gmail.com



March 21, 2017

Hiring Manager’s Name

341 Company Address

Santa Monica, CA, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Eleanor Guthrie, and I am a senior at Santa Monica High School interested in becoming a skilled professional in graphic design. I saw [Target Company’s] internship opening on Behance and think I would be the most qualified and driven high school student for the High School Summer Internship position.

As an eager student and graphic designer, I have supervised Yearbook Club design campaigns and formatted page layouts for the Santa Monica School Paper while managing AP Art, Intro to Graphic Design, and Computer Applications coursework with a 3.6 GPA. I am also a member of the National Honors Society and the National Art Education System. To further assure you of my qualifications, I have included 3 accomplishments from my resume:

* Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%.
* Procured advertising for school paper, saving organization 25% in costs.
* Edited and curated photos used for school paper; increasing readership by 15%.

I admire [Target Company’s] acceptance of and willingness to promote avant-garde artists and their diverse styles in their major ad campaigns. This has inspired me to pursue graphic design as a career and taught me to believe in my creative ideas, no matter how strange or daring they may seem.

I am thrilled at the opportunity of learning under [Target Company’s] graphic design team and would like to schedule an interview as soon as possible. Please contact me at [Phone] or via email at [Email] should you select my application. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Eleanor Guthrie

**[HIGH SCHOOL STUDENT COVER LETTER]**