**Not sure how to start? Click the link to** [**have your cover letter written today by a certified writer**](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**High School Student Cover Letter**

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

Hello, Job Seeker!

If you’re having difficulty writing your cover letter, **don’t worry.** You’re in good company – everyone struggles to craft the perfect cover letter. For a well-written, compelling cover letter that will help you land more interviews, we recommend [consulting the certified cover letter experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some excellent resources that might help you complete your cover letter:

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_CL_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_CL_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_CL_Samples&utm_medium=CL_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and don’t forget, you’re also going to need a winning resume:

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_CL_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_CL_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)