**John Smith**

Email Address

Phone #

Town, NY

****

Your Address

Town, State Zip

Todays Date

Mr./Ms. First Name Last Name of person writing to

Title

Company or Organization

Street Address

City, State and Zip Code

Dear Mr./Ms. Last Name,

I am a current student at Great Neck South High school, and I am presently looking to gain valuable experience in order to educate myself about today’s working world. I am writing to you in response to your open position of

The position that you are offering requires that the individual you hire

One of the most important aspects of my life that you will not find on my resume, but I believe is worth making you aware of is my background and exposure to diversity. As a student at Great Neck South High I have met and worked with individuals of all different backgrounds. As a result of this I

As you will see from my attached resume, my experience, strengths, and skills make me well suited for the position you are offering.

Sincerely,

Your Name Typed