|  |  |  |
| --- | --- | --- |
| A grey silhouette of a person  Description automatically generated |  | **NAME SURNAME** |
|  |  |  |  |
|  |  |  |
| **CONTACT** |  | Receiver with solid fill  | 0400 000 000 | Envelope with solid fill | name@email.com.au |
|  |  |  |
|  |  | [Date]Dear [Hiring Manager's Name],I am writing to express my interest in the [Position Title] position at [Company Name], as advertised. As a highly motivated and proactive high school student, I am eager to leverage my academic achievements, extracurricular involvement, and volunteer experience to contribute positively to your team and gain valuable skills.Throughout my high school years, I have been deeply involved in various school projects and volunteer initiatives, which have honed my communication, teamwork, and problem-solving abilities. I am particularly proud of my involvement in [mention a specific project or activity], where I had the opportunity to lead a team and make a meaningful impact within our community.In addition to my academic pursuits, I have also been an active member of [School Club/Organisation] and [Sports Team], where I developed strong organisational skills, time management, and the importance of teamwork. Moreover, my volunteer experience with [Organisation/Group Name] allowed me to further cultivate my passion for community service and fundraising.I am confident that my skills, enthusiasm, and commitment to excellence make me a suitable candidate for the [Position Title] role at [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and passion align with the needs of [Company Name].Sincerely,[Full Name] |

|  |  |  |
| --- | --- | --- |
| A grey silhouette of a person  Description automatically generated |  | **NAME SURNAME** |
|  |  |  |  |
|  |  |  |
| **CONTACT** |  | Receiver with solid fill  | 0400 000 000 | Envelope with solid fill | name@email.com.au |
|  |  |  |
| **PROFILE** |  | Highly motivated and proactive high school student with a passion for learning and contributing to the community. Eager to leverage academic achievements, extracurricular involvement, and volunteer experience to gain valuable skills and make a positive impact. Possesses strong communication, teamwork, and problem-solving abilities developed through various school projects and volunteer initiatives. |
|  |  |  |
| **EDUCATION** |  | **SCHOOL**Name of SchoolYear 12Graduated 2024 |  | **COURSE**Name of Course/CertificateCompleted 2024 |
|  |  |  |
| **SKILLS** |  | * Excellent communication and interpersonal skills.
* Strong research and problem-solving abilities.
* Exceptional organisational skills and time management.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
 |
|  |  |  |
| **ACTIVITIES** |  | * Active member of [School Club/Organisation], [Dates].
* Participant in [Sports Team], [Dates].
* Volunteered for [Organisation/Group Name], [Dates].
* Fundraised for [Organisation/Group Name], [Dates].
 |
|  |  |  |
| **REFEREE** |  | **SCHOOL**Name HerePosition (Teacher/Principal)08 8888 8888 |  | **PERSONAL**Name HerePosition (Coach)08 8888 8888 |