Your Contact Info

[Today's Date]
[Hiring Manager's Name]
[341 Company Address]
[Company City, Province xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Re. Cover Letter and Resume for XX position

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

My name is [Name], and I am a graduating senior at Heritage High School. I saw your posting for the [Position] role on Indeed, and was immediately compelled to apply. My academic and career goals align with the internship's stated objectives, and I am confident that I have the right skills for the job.

In addition to taking business-related coursework like Intro to Business and Entrepreneurship, I served as president of my school chapter's Model United Nations and as secretary of Student Council. Beyond these extracurricular activities, I also actively volunteer at MUSC Children's Hospital and the local homeless shelter. Taking on these roles has led to some of my proudest accomplishments, including:

- Greeting and helping new patients and visitors as volunteer information desk assistant at MUSC Children's Hospital
- Regularly delivering formal and impromptu speeches at Model UN meetings and conferences
- Planning a school-wide canned food drive that collected over 400 cans in one month for the local homeless shelter

[Company Name] is an emerging leader in the educational software industry, making your internship the perfect opportunity to grow my understanding of business development. I have no doubt that my unmatched enthusiasm and eagerness to learn can take the internship to new heights.

I've attached my resume, which further details my skills and involvement in the community. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

[Your Name]