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522 Buckeye Springs
Coalinga, CA 93210

Mrs. Joan Smith
The Widget Co.
341 Company Rd.
Palo Alto, CA 94301
555.555.6565
jsmith@widget.com

Dear Mrs. Smith,

My name is Alexander Chi, and I am grateful for the opportunity to apply for the open position at your company. After reviewing the job description, it is clear that you are looking for a dependable and versatile candidate to handle the responsibilities associated with this role. Based on my skills, work ethic, and experience, I believe I would be a strong candidate for this position.

I am a highly motivated high school student with a 4.0 GPA who has consistently been recognized for academic excellence, including being named Student of the Month. Throughout my academic career, I have developed strong technical and organizational skills, including experience with HTML, CSS, and JavaScript, as well as proficiency in both Windows and macOS systems. In addition, my volunteer work—such as assisting in a kindergarten classroom and supporting school events—has strengthened my responsibility, attention to detail, and ability to work effectively with others.

Whether working on academic, extracurricular, or volunteer projects, I bring energy, passion, and efficiency to every task. I am confident that these qualities, along with my strong work ethic, would allow me to contribute positively to your organization.

After reviewing my qualifications, I hope you will agree that I am a capable and dedicated candidate. I look forward to the opportunity to further discuss how my skills can benefit your company. Please feel free to contact me at 1-559-404-9898 or by email at Alexanderchi559@gmail.com to arrange a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Respectfully,
Alexander Chi