**FIRST AND LAST NAME**

Address

Email

Phone number

Hiring Manager

Onondaga Earth Corps

Summer Youth Program

100 New St #239

Syracuse, NY 13202

Dear Onondaga Earth Corps Hiring Manager,

Thank you for the opportunity to apply for the Summer Youth Program role with the Onondaga Earth Corps. HOW DID YOU HEAR ABOUT THIS JOB OR WHY WOULD YOU WANT TO WORK HERE?

WHY ARE YOU INTERESTED IN WORKING FOR THIS EMPLOYER? HOW ARE YOU PERFECT FOR THIS POSITION? I am a hard-working high school student who … I am… (SKILLS), and I hope to use these skills in the Summer Youth Program role at the Onondaga Earth Corps.

After reviewing my application materials, I hope you will agree that I am the candidate you are looking for. I look forward to discussing and getting the chance to show how my specific skills and abilities will benefit the Onondaga Earth Corps. Please contact me at PHONE NUMBER or via email at EMAIL to arrange for a convenient meeting time. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

YOUR NAME