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Dear StudentName

Your application number Name is Namita Charlie, 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.

url date

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 schoolname and the local homeless shelter. Taking on these roles has led to some of my proudest accomplishments, including: