

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the part-time [Job Title] position listed on [Where You Found the Job Posting]. With my [briefly state relevant experience or skills], I am eager to contribute to [Company's Name] and support its goals.

In my previous role at [Previous Company Name], I [describe a relevant responsibility or achievement]. This experience honed my [specific skills relevant to the job], making me a suitable candidate for your team.

I am particularly drawn to this position because [reason related to the company or job responsibilities]. I believe my [mention any relevant personal qualities or strengths] will allow me to excel in this role.

I am available for [days and times you are available], and I would love the opportunity to discuss how I can contribute to [Company's Name].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]