

[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 apply for the part-time [Job Title] position at [Company's Name] as advertised [where you found the job listing]. I am excited about the opportunity to contribute to your team while further developing my skills.

[In this paragraph, briefly introduce yourself and mention your current status--e.g., student, recent graduate, or part-time worker--and why you are interested in this position.]

I believe my skills in [mention relevant skills or experience] make me a strong candidate for this role. [Provide a brief example of your experience or accomplishments that relate to the job.]

I am particularly drawn to [Company's Name] because [mention something you admire about the company or reasons you want to work there].

I am looking forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]