

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Job Title]
[JJC Department or Office]
[Joliet Junior College]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the part-time position at Joliet Junior College as advertised [where you found the job posting]. With my background in [your relevant experience or field of study], I am excited about the opportunity to contribute to your team while pursuing my academic goals.

I am currently a [your current status, e.g., student majoring in XYZ] at [Your School/University], and I believe that my [relevant skills or experiences] make me a strong candidate for this role. I am particularly drawn to [specific aspect of JJC or the position that interests you], and I am eager to bring my [specific skills or qualities] to your department. I have attached my resume for your review, which provides additional details about my qualifications. I am looking forward to the possibility of discussing this opportunity further and exploring how I can contribute to the success of Joliet Junior College.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]