

[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 at [Company's Name] as advertised [where you found the job listing]. I believe my skills and experiences make me a great fit for this role.

I am currently [a student at/working at] [Your School/Current Job], where I have developed strong [relevant skills] that I believe will benefit your team. In my previous experience at [Previous Job/Volunteer Position], I successfully [specific achievement or responsibility], which has equipped me with [relevant skills/characteristics].

I am particularly drawn to this opportunity at [Company's Name] because [specific reason related to the company or role]. I am excited about the chance to contribute to your team while gaining valuable experience in [field/industry].

I am available to work [specific days and hours you are available], and I am eager to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,  
[Your Name]