

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 am currently a [your year, e.g., sophomore] at [Your School/University] majoring in [Your Major], and I am eager to apply my skills and enthusiasm in a practical setting.

I possess [mention any relevant skills or experiences, e.g., customer service skills, teamwork experience] that I believe will be beneficial for the [Job Title] role. [Add a brief example of a relevant experience or achievement]. I am confident that my strong work ethic and dedication will make me a valuable asset to your team.

I am excited about the opportunity to work at [Company's Name] and contribute to [mention any specific aspect of the company or team you admire]. I am available [mention your availability, e.g., evenings, weekends] and am flexible with my hours.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]