

[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 background in [your relevant experience or field of study], I am excited about the opportunity to contribute to [Company's Name].

I am currently a [your current status, e.g., student at XYZ University, recent graduate, etc.], and I believe my skills in [mention relevant skills or experiences] make me a great candidate for this role. My availability coincides with your needs, and I am eager to bring my strong work ethic and dedication to your team.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can benefit [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]