

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 PJ (Part-Time Job) position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Relevant Experience or Skills], I am excited about the opportunity to contribute to your team.

Having worked at [Previous Job or Relevant Experience] where I [describe relevant duties or achievements], I developed strong skills in [related skills]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values], and I am eager to bring my experience in [specific area] to your team.

I am confident that my [mention any specific skills or traits that relate to the job] will make a positive impact at [Company's Name]. I am happy to discuss further how I can be an asset during an interview.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]