

[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 position at [Company's Name] as advertised [where you found the job listing]. I am currently a student at [Your School's Name] and am eager to gain practical experience while contributing to your team.

I possess skills in [mention relevant skills or experiences], which I believe will be valuable to [Company's Name]. My availability includes [mention your available hours and days], which I hope aligns with your scheduling needs.

I am enthusiastic about the opportunity to work at [Company's Name] and learn more about [specific aspect of the company or industry]. I look forward to the possibility of discussing this exciting opportunity with you.

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

Sincerely,
[Your Name]