

[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 at [where you found the job posting]. I am currently a student at [Your School Name], pursuing [Your Course of Study], and I believe my skills and flexible schedule make me a strong candidate for this role. I have previous experience in [related experience or skills relevant to the job], which has equipped me with [specific skills or qualities]. I am particularly drawn to this position at [Company's Name] because [specific reason related to the company or role].

I am eager to contribute my abilities in [specific task or responsibility related to the job], and I believe that my [specific quality or skill] will help me excel in this position. I am available to work [specific days and times], and I am willing to adjust my schedule to meet the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] as a part-time [Job Title]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Sincerely,  
[Your Name]