

Cover Letter for Part-Time Position

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the part-time [Job Title] position listed at [Company Name]. With my background in [Your Field/Skill] and a passion for [Related Interest or Industry], I am excited about the opportunity to contribute to your team.

I have experience in [Relevant Experience or Skill], and I believe that my ability to [Specific Skill or Contribution] would make me a valuable asset to your organization. I am particularly drawn to [Company Name] because [Reason You Want to Work There], and I am eager to bring my skills to your dynamic team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company Name] in the [Job Title] role. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,
Your Name