

Part-Time Job Application

John Doe

123 Main Street

Anytown, USA

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Hiring Manager

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Hiring Manager,

I am writing to express my interest in the part-time [Job Title] position listed on [where you found the job posting]. I am currently a student at [Your School or University], pursuing a degree in [Your Major], and I am excited about the opportunity to contribute to [Company Name].

With my strong work ethic and organizational skills, I am confident in my ability to support your team while balancing my academic responsibilities. I have prior experience in [mention any relevant experience or skills], which I believe will allow me to excel in this role.

I am particularly drawn to this position because [mention why you are interested in the role or company]. I am eager to bring my [mention any specific skills or attributes] to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss my application further. I can be reached at [your phone number] or [your email].

Sincerely,

John Doe