

Application for Part-Time Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Dear [Hiring Manager's Name],

I am writing to express my interest in the part-time position advertised at [Company Name]. As a dedicated and motivated individual, I believe my skills and experiences make me a suitable candidate for this role.

I am currently a [Your Current Status, e.g., student, stay-at-home parent], and I am seeking a part-time position that allows me to balance my family commitments while contributing positively to your team. I have previous experience in [relevant experience or skills], which I believe will allow me to make a valuable contribution to your organization.

I am particularly drawn to this opportunity at [Company Name] because [specific reason related to the company or position]. I am eager to further discuss how my background and enthusiasm can be a great fit for your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your review.

Sincerely,

[Your Name]