

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hiring Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am a recent graduate from [Your University] with a degree in [Your Degree]. I am reaching out to inquire about potential part-time employment opportunities at [Company Name].

As I begin my career, I am eager to gain practical experience in [specific field/industry] and am particularly impressed by [something specific about the company]. I believe my skills in [mention relevant skills] would be a valuable asset to your team.

I am available for part-time work and would appreciate the opportunity to discuss any current or upcoming openings you may have. I have attached my resume for your consideration.

Thank you for your time, and I look forward to the possibility of working together.

Sincerely,

[Your Name]

Attachment: Resume