

Request for Part-Time Interview Scheduling

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. I am writing to express my interest in the part-time [Job Title] position at [Company Name] as advertised on [Job Listing Source]. I am very enthusiastic about the opportunity to contribute to your team.

In order to discuss my application in further detail, I would greatly appreciate the opportunity to schedule an interview at your convenience. I am flexible with my availability and can accommodate an interview time that works best for you.

Thank you for considering my request. I look forward to your response.

Sincerely,
Your Name