

Application for Part-Time Job Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the part-time [Job Title] position at [Company's Name] as advertised [where you found the job posting]. I am currently a [Your Year in School or Current Job Title] and I am eager to apply my skills and gain new experiences in a dynamic environment.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to [Company's Name]. Please find my resume attached for further details.

Sincerely,

[Your Name]