

Dear [Applicant's Name],

Thank you for your interest in the part-time role at [Company Name]. We appreciate your inquiry and the time you took to reach out.

At this time, we are reviewing applications and will begin scheduling interviews shortly. If your qualifications align with our needs, we will reach out to you to discuss the next steps.

Thank you again for considering a position with us. We wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]