

Application for Part-Time Student Position

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Hiring Manager

Department/Office Name

University Name

University Address

City, State, ZIP Code

Dear Hiring Manager,

I am writing to express my interest in the part-time student position available at [Department/Office Name] as advertised on [where you found the job]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I believe my skills and dedication make me a strong candidate for this role.

In my previous role as [Your Previous Job/Internship Title], I developed [mention relevant skills and experiences]. I am particularly adept at [mention specific tasks relevant to the job], which I believe will be beneficial for the [Department/Office Name] team.

Moreover, I am a quick learner and highly motivated to contribute positively to [University Name]. I believe that my passion for [mention any relevant interests related to the job] and my commitment to academic excellence align well with the expectations of this position.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success of [Department/Office Name]. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

Your Name