

# College Student Cover Letter Sample for Part-Time Office Job

[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 am writing to express my interest in the part-time office assistant position at [Company Name], as advertised on [where you found the job posting]. As a current student at [Your College/University], majoring in [Your Major], I am eager to apply my strong organizational and communication skills in a professional office environment while continuing my academic pursuits.

Throughout my academic career, I have developed excellent time management abilities that have enabled me to maintain a high GPA while juggling multiple responsibilities, including group projects and extracurricular activities. My coursework in [relevant course or subject] has enhanced my attention to detail and familiarity with office software such as Microsoft Office Suite and Google Workspace.

I am a quick learner with a positive attitude and am committed to delivering high-quality work. In previous volunteer roles and on-campus activities, I have demonstrated reliability, strong interpersonal skills, and the ability to remain organized in fast-paced environments. I am confident that my dedication and enthusiasm make me well-suited to contribute to your team and support the administration at [Company Name].

Thank you for considering my application. I am excited about the opportunity to further discuss how my background and skills can benefit your office. I am available for an interview at your convenience and can be reached by phone or email.

Sincerely,

[Your Name]