

Date: [Insert 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 [Job Title] position at [Company Name], as advertised on [where you found the job posting]. I am eager to bring my strong work ethic and the skills I have developed through my part-time work experience to contribute to your team's success.

Through my part-time roles at [Previous Employer/Role], I gained valuable experience in [highlight 1-2 relevant responsibilities or skills-e.g., customer service, teamwork, time management]. Balancing my academic commitments with work taught me the importance of organization, adaptability, and delivering high-quality results on time.

I am particularly drawn to [Company Name] because of your commitment to [specific company value, mission, or project relevant to you]. I am eager to apply my abilities in [relevant skills/areas] and contribute to your ongoing success. I am confident that my hands-on experience and determination will make me a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasm can benefit [Company Name]. Please find my resume attached for further details.

Sincerely,

[Your Name]

[Your Contact Information]