Dear Hiring Manager,

It is requested that I am a student of SLU. For my living expenses I desperately need a part time job. If you give me the opportunity of working at your firm I will be really thankful to you for this act of kindness and will work hard.

In the previous jobs I maintained a hard-working and problem solving attitude. I have a knack for problem solving and work well independently and with little oversight.

My resume is attached. Please feel free to contact me at your convenience.

Yours sincerely,

Qasim Mashood