{{ name }}

H: {{ phone\_number }} · {{ email\_address }}

{{ curr\_date }}

{{ company\_name }}

{{ company\_address }}

I am interested in applying to be a part of your company under the part-time position at

{{ company\_name }} as a {{ posistion\_name }}.

I have experience in this field having worked as a {{ previous\_job\_posistion }}. At my prior placement, I {{ past\_job\_role\_description }}. Through that job, I have acquired a thorough knowledge and aptitude in {{ technical\_skill1 }}.

Similarly, My work at {{ previous\_company\_name }} allowed me to develop and improve my proficiency in {{ soft\_skill }} and {{ technical\_skill2 }}. Upon developing my ability in applying these skills I have furthered my aptitude in this industry and believe that I can continue to learn and develop at {{ company\_name }}.

I believe that my knowledge in {{ technical\_skill1 }} and {{ technical\_skill2 }} and my development in {{ soft\_skill }} makes me a perfect fit for the role as a {{ posistion\_name }} at your company.

Thank you for your consideration. I can be reached at {{ phone\_number }} or {{ email\_address }}. I look forward to hearing from you soon.

Sincerely,

{{ name }}