

[Your Full Name]

[Phone Number]

[Email Address]

[LinkedIn Profile - Optional]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my interest in the [Position Title] part-time position at [Company Name]. As a current student at [University Name] pursuing a degree in [Major], I am eager to apply my communication skills and strong work ethic to contribute to your customer service team.

My academic background has equipped me with excellent time management skills and the ability to handle multiple priorities simultaneously. Through [Previous Experience/Volunteer Work/Relevant Coursework], I have developed a professional demeanor and a problem-solving mindset. I am particularly drawn to [Company Name] because of your reputation for [specific reason you like the company], and I am confident that my positive attitude will help maintain your high standards of customer satisfaction.

I am available to work [Number] hours per week, including [Specific Days/Evenings/Weekends]. I am highly adaptable and prepared to undergo any necessary training to excel in this role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Name]