Date



Hiring Manager

Store name

Address line 1

Address line 2

Dear [ Name of Hiring Manager]

I am delighted to present to you my resume for a part time position at \_\_\_\_\_\_\_. Given the opportunity, I would make a profitable contribution to this department. I would like to find an enjoyable job which introduces me to the workplace, and allows me to further my education.

[ In this paragraph, include some transferable skills you have and mention the skills needed that are mentioned in the classified ad you chose.] My dedication to succeeding in school has taught me how to effectively produce results, manage my time, and solve problems. These skills and knowledge will make me a valuable part of the team at \_\_\_\_\_\_\_.

I appreciate the time you take to review my application and look forward to future discussions concerning this position. I can be reached at 123-456-7890. Once again, I thank you for your consideration.

Sincerely,

Your Name (sign above)

Encl.