**[DATE]**

**[Street Address]**

**[Contact Info]**

**Dear [INSERT HIRING MANAGER’S NAME],**  
  
Regarding the [INSERT JOB TITLE] position currently , please find attached a copy of my resume for your consideration. I’m looking to gain practical experience within [INSERT INDUSTRY SECTOR] and feel that a part-time position within your company would help me to demonstrate the abilities I have.  
  
INCLUDE IF YOU HAVE UNDERTAKEN WORK EXPERIENCE  
I have been studying [INSERT RELEVANT DEGREE] and have already gained some experience as a [INSERT JOB TITLE] at [INSERT COMPANY NAME] where I [INSERT [KEY RESPONSIBILITY OR ACHIEVEMENT](https://www.monster.ca/career-advice/article/create-accomplishment-statements-canada)].  
  
I believe my skills in [INSERT KEY SKILLS] would make me a positive addition to your team. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].  
  
I look forward to hearing from you soon.  
 **Yours sincerely,  
[INSERT NAME]**