**[Your Name]**

**[Address]**

**[Hiring manager’s name]**

**[Hiring manager’s company name]**

**[Company address]**

**[Today’s Date]**

**[Name of Recipient]**

**Dear Mr/Mrs/Miss/Ms [Hiring managers name – if not known, simply Sir/Madam]**

I wish to apply for the role of [Part-Time Job Title], Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right candidate for the role.

I’m currently [reason you are choosing to pursue a part-time position], which will allow me to [benefits of being part-time – e.g. spend time with the children]. However, I am extremely flexible, and happy to take on more work outside my contracted hours, wherever possible.

In my previous role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role – usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market – learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

**[Your name]**

**[Contact phone number]**

**[Signature - if desired]**