

Cover Letter for a Part-Time Job

Andrew Gary

456 E Red Bridge Rd,
Kansas City, MO 64131

Date: August 09, 2022

Mr. George Walton

Hiring Manager,
Paulson Information Services
3011 E 51st St,
Kansas City, MO 64112

Dear Mr. George:

I am writing this resume cover letter today to apply for one of the two openings for data entry part time workers, which I saw listed on CareerJimmy.com. I'm available to begin work right away — on site or at home as a telecommuter.

I know that an experienced and talented data entry worker is an important component of a successful business. I believe I can bring both to this job, entering data into a computer, keying in text, and performing other clerical tasks essential to the job. I'd be happy to join your team and add my skill to the pool.

If you'd like to discuss this job further, please call my home office at 678-456-3465 to set up a meeting at a time that works for you. Thank you for considering my resume cover letter. I hope to meet you soon.

Sincerely,

(Signature)

Andrew Gary