




## Cover Letter for a Part Time Job

**Your Name**

 Your Address

 Your Email

 Your Contact

 Your Portfolio Website

**[Hiring manager's name]**

[Company address]

[Company phone number]

Hiring manager's email address]

Dear [Mr./Ms./Mx.] [Hiring manager's surname]

The **opening paragraph** contains a self-introduction. Mention who you are, your years of relevant experience, where you found the job posting, and why you want to apply for the role. Mention the correct job title to avoid giving off the impression that you're sending a generic cover letter.

**Body paragraphs** are where you provide examples of your hard and soft skills, work experience, and accomplishments. Connect these aspects of your cover letter to the job description, emphasizing why you're the perfect fit for the role.

- Use hard numbers, bullet points, and relevant keywords to highlight your professional achievements — or academic achievements if you're a student.
- Describe how your previous experiences, skills, and abilities enable you to deliver on the company's needs.

For example, if you're a recent graduate or looking to gain experience, list relevant coursework, mention your GPA (if above 3.5/4.0), previous internships, and volunteer work. If you've been out of the workforce or have any gaps in your resume, this is an excellent opportunity to briefly explain yourself.

In addition, introduce cover letter keywords that you found in the job description to make your cover letter more specific to the job. You can also research the company to find out what it does, the state of the industry, and how you can help move the company forward.

The **closing paragraph** contains an effective call to action (CTA) and ends your cover letter. State your interest in the job once more and reiterate what makes you perfect for the job. Mention that you'd love to receive an interview and provide the employer with your phone number and email address. Finally, thank the recruiter for taking the time to read your cover letter.

Sincerely,

(Signature)

**[Your Name]**