Cover letter – part time job

Heading: Application for … (repeat the name of the position)

First paragraph: The formal statement
Mention the position you are applying for and where you found the job listing. Include the name of the person you have spoken to on the phone/in person, if you did!

Second paragraph: Short introduction
Write approximately three lines about your background and your motivation for applying for this position.

Third paragraph: What makes you suitable for the job?
Tell the employer the reasons why you can do the job tasks in a good way. Make reference to prior relevant experiences and emphasise your relevant skills.

Fourth paragraph: Personal strengths
Tell the employer about personal strengths and how you can use them at work. You can use an example from the past to illustrate your traits.

Optional paragraph: Other qualifications that might be useful to the employer
If you have something special to offer, e.g. good language skills, you're an excellent programmer or an outstanding cook, don't hesitate to mention it *if you think it is relevant.*

Last paragraph: Availability
If the employer has not asked you to work specific hours, mention at what days/hours you will be available to work, and at what date you can start working. Give information on your working permission being OK.

Sincerely

(signature)

Your name