Dear Hiring Manager:

[A brief statement about why you are interested in working part-time with Hospitality Services and how your background has prepared you for a job with us]

**Availability:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

**Job Preferences:**

1.
2.
3.

Sincerely,

[Name & Contact Information]