Dear Name or Sir/Madam,

I would like to apply for the part time role of NAME OF ROLE that you have got advertised in (which publications and when).

I currently work on a full time basis but I am now seeking to work on a part time basis and I am very interested in this role that you are looking for. I am experienced in (discuss what your experiences are in reference to the role they are advertising ensuring that you answer the underlying questions that they ask from you so that you are effectively selling yourself to them).

I have attached my CV for your consideration. Should you have any questions then I would be happy to answer anything that you would like to know.

Thank you for taking the time to read my email and CV and I look forward to hearing from you in due course.

Kind regards

NAME SURNAME