

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the odd job position listed on [where you found the job listing]. With a flexible schedule and a strong willingness to learn, I am eager to contribute my skills and help with various tasks as needed.

I have experience in [briefly mention relevant skills or experiences], which I believe will be beneficial for this role. I am dependable, hardworking, and ready to take on any challenges that come my way.

Thank you for considering my application. I look forward to the opportunity to discuss how I can assist your team.

Sincerely,
[Your Name]