

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's 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 diverse skill set and a strong willingness to take on various tasks, I believe I would be a valuable addition to your team.

I have experience in [mention relevant skills or experiences related to odd jobs, such as gardening, cleaning, handyman work, etc.], which has equipped me with the ability to adapt to different situations efficiently. My previous roles have honed my [mention any specific skills that are relevant, such as time management, attention to detail, or problem-solving skills].

In my previous role at [previous employer or experience], I [describe a relevant experience or achievement]. This taught me the importance of [mention something relevant to odd jobs, such as flexibility, reliability, etc.].

I take pride in my work and am committed to delivering high-quality results. I am available [mention your availability], and I am excited about the possibility of contributing to your team. I would love the opportunity to discuss how my skills can meet the needs of your organization.

Thank you for considering my application. I look forward to the opportunity for an interview to further discuss my qualifications.

Sincerely,  
[Your Name]