

[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 at [Company's Name] as advertised [where you found the job listing]. With my diverse skill set and a strong work ethic, I am confident in my ability to contribute effectively to your team.

I have experience in [briefly list relevant skills or experiences], which I believe makes me a suitable candidate for this role. I am eager to take on various tasks and am flexible with hours and responsibilities.

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

Sincerely,  
[Your Name]