

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 advertised on [where you found the job listing]. With a versatile skill set and a strong work ethic, I am confident in my ability to contribute positively to your team.

I have experience in [briefly describe relevant experience or skills], which I believe aligns well with the requirements of the job. I am reliable, detail-oriented, and able to efficiently manage tasks to meet deadlines.

I would be delighted to discuss how I can assist with your specific needs. Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,  
[Your Name]