

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the odd job position advertised [mention where you found the job listing] on [date]. I believe my skills and versatility make me a suitable candidate for this role.

I have experience in various tasks such as [mention specific skills or tasks relevant to the jobs you can perform]. My ability to adapt and learn quickly has allowed me to successfully complete projects efficiently and to the satisfaction of my clients.

I am available to start immediately and am flexible with my hours, allowing me to accommodate your needs effectively. I look forward to the opportunity to contribute to your team and help with any tasks that may arise.

Thank you for considering my application. I hope to discuss my application further during an interview. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,  
[Your Name]