

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

Dear [Recipient's Name],

I am writing to express my interest in the odd job position you posted [where you found the job listing or how you heard about it]. I believe that my diverse skill set and proactive attitude make me an excellent candidate for this role.

I have experience in [briefly describe relevant experience or skills related to odd jobs, e.g., handyman work, gardening, cleaning, etc.]. My ability to [mention any specific skills or traits that are relevant, such as attention to detail, reliability, or customer service orientation] has allowed me to successfully complete various tasks and projects.

I am enthusiastic about the opportunity to contribute to your needs and help with any tasks you may require. I am flexible with my schedule and can accommodate your availability.

Thank you for considering my application. I look forward to the possibility of discussing how I can assist you further.

Sincerely,  
[Your Name]