

[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 advertised [where you found the job listing]. With a strong work ethic and a diverse skill set, I am confident in my ability to contribute positively to your team.

I have experience in [mention relevant skills or experiences], and I am always eager to take on new challenges. I am dependable, flexible with my schedule, and willing to learn.

I would love the opportunity to discuss how I can assist with your needs further. Thank you for considering my application.

Sincerely,  
[Your Name]