

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

Dear [Employer's Name],

I am writing to apply for the odd job position advertised on [where you found the job listing]. I am eager to contribute my skills and reliable work ethic to your team.

I have experience in [mention relevant skills or previous jobs], which I believe makes me a suitable candidate for this role. I am ready to take on various tasks and am flexible with my schedule.

I would appreciate the opportunity to discuss how I can assist you further. Thank you for considering my application.

Sincerely,
[Your Name]