

[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 express my interest in the odd job position advertised [where you found the job listing]. With a diverse set of skills and a strong work ethic, I am eager to contribute to your team.

I have experience in [briefly list relevant skills or past odd jobs] which I believe will be beneficial for the tasks involved in this position. I am detail-oriented, reliable, and capable of managing multiple tasks efficiently.

I am available to start [mention your availability] and can be reached at [your phone number] or [your email address]. Thank you for considering my application.

Sincerely,  
[Your Name]