

[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 typing position at [Company's Name] as advertised [where you found the job listing]. With my exceptional typing skills and attention to detail, I am confident that I can make a valuable contribution to your team.

Throughout my previous experiences, I have developed strong proficiency in typing and data entry, achieving an average speed of [your typing speed] words per minute with [percentage] accuracy. My dedication to producing high-quality work and my ability to meet tight deadlines make me well-suited for this role.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that interests you]. I am eager to bring my skills in typing and [any relevant software or tools] to help streamline your processes and support your team's goals.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. Please feel free to contact me at [your phone number] or [your email] to arrange a convenient time for us to talk.

Warm regards,

[Your Name]
[Attachment: Resume]