

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 advertised on [where you found the job listing]. With my strong typing skills and attention to detail, I believe I would be a valuable addition to your team.

I have [number] years of experience in [related field/position], where I honed my ability to produce high-quality documents efficiently. I am proficient in [specific typing software/tools] and have a typing speed of [your typing speed] words per minute.

I am excited about the opportunity to contribute to [Company's Name] and am looking forward to discussing how my skills align with your needs.

Thank you for considering my application.

Sincerely,
[Your Name]