

[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 listed at [where you found the job listing]. With my strong typing skills and attention to detail, I believe I am well-suited for this role.

I have [number] years of experience in [related experience or field], during which I have developed proficient typing skills and a keen eye for accuracy. I am familiar with [mention any relevant software or tools], and I can type [mention your typing speed] words per minute with [mention accuracy percentage or skill]. My past experiences have taught me the importance of meeting deadlines and maintaining confidentiality.

In my previous role at [Your Previous Company], I was responsible for [mention relevant duties], which helped me hone my skills in a fast-paced environment. I pride myself on my ability to manage multiple tasks efficiently while ensuring the quality of my work.

I am excited about the opportunity to contribute to [Company's Name] and am eager to bring my background in typing and data entry to your team. I am looking forward to the possibility of discussing how I can be an asset to your organization.

Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]