

[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 advertised on [where you found the job listing]. With a strong background in typing and data entry, I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully completed [specific tasks or projects], which required keen attention to detail and a strong ability to meet tight deadlines. My typing speed is [your typing speed] words per minute, and I am proficient in [mention any relevant software or tools].

I am particularly drawn to this position at [Company's Name] because [mention specific reason related to the company or position]. I am confident that my skills and dedication would make me a valuable addition to your team.

I would love the opportunity to discuss how my experience and skills align with the needs of your company. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]