

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. With a strong background in typing and data entry, I am confident in my ability to contribute effectively to your team.

My experience includes [specific relevant experience], where I [describe what you did, achievements, or skills acquired]. I possess exceptional typing speed and accuracy, which I developed through [mention any training or practical experiences].

I am particularly drawn to this position because [explain why you are interested in the company or role]. I admire [mention something specific about the company or team culture] and believe that my skills can help support [mention company goals or objectives].

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms will be in alignment with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]