

[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 strong typing skills and attention to detail, I am confident that I can contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant experience, e.g., managed typing assignments, maintained accuracy, etc.]. I am proficient in [mention any relevant software or tools] and have a typing speed of [your typing speed]. I pride myself on meeting deadlines and ensuring high-quality work.

I am excited about the opportunity to bring my skills to [Company's Name] and assist in [mention any specific goals or values of the company]. I look forward to discussing my application in further detail.

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

Sincerely,
[Your Name]