

[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 at [Company Name] as advertised [where you found the job listing]. With my skills in typing and attention to detail, I am confident in my ability to contribute effectively to your team.

[Brief paragraph about your relevant experience and skills.]

I am excited about the opportunity to work with [Company Name] and would welcome the chance to discuss my application in more detail. Thank you for considering my application.

Sincerely,
[Your Name]