

[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 on [where you found the job posting]. With my strong typing skills and attention to detail, I believe I would be a valuable asset to your team. I have [number] years of experience in [related field or job], where I successfully [mention any relevant tasks or achievements]. My proficiency in [software or tools relevant to the job] allows me to complete tasks efficiently while ensuring accuracy.

I am eager to contribute to [Company's Name] and am excited about the opportunity to work with such a reputable organization. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,
[Your Name]