

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the typing position advertised [where you found the job listing]. With my strong typing skills and attention to detail, I believe I would be a valuable addition to your team.

I have [number] years of experience in typing and data entry, where I have developed proficiency in various software applications. My typing speed is [your typing speed] words per minute with high accuracy.

In my previous role at [Previous Company Name], I successfully [describe an achievement or responsibility relevant to the job]. I am committed to delivering quality work and meeting deadlines to contribute to the success of your organization.

I am excited about the opportunity to bring my skills to [Company Name] and help support your team. Thank you for considering my application. I look forward to the possibility of discussing my qualifications further.

Sincerely,
[Your Name]