

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the typing job position at [Company's Name] as advertised [where you found the job posting]. With my strong typing skills and attention to detail, I am confident in my ability to contribute effectively to your team.

I have [number] years of experience in typing and data entry, where I have developed a high level of proficiency with [specify any relevant software or tools]. I am able to type at a speed of [insert typing speed] words per minute with [insert accuracy rate] accuracy. My previous roles have honed my ability to manage multiple tasks efficiently while maintaining a high standard of work.

I am particularly drawn to [Company's Name] because [mention any relevant reason related to the company or job]. I believe that my skills and dedication would make a valuable addition to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. I can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]