

John Doe
123 Main Street
City, State, ZIP Code
Email: johndoe@example.com
Phone: (123) 456-7890
Date: [Insert Date]

Hiring Manager
Company Name
Company Address
City, State, ZIP Code

Dear Hiring Manager,

I am writing to express my interest in the temporary position listed on [where you found the job advertisement]. With my skills in [relevant skills] and experience in [relevant experience], I am confident that I would be a valuable addition to your team during this period.

I have attached my resume for your review. 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 opportunity to discuss how I can contribute to your team.

Sincerely,
John Doe