**MC900196202[1]Annie Johnston**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Ms. Lillian Rose

Address, City, State, zip

Dear Lillian Rose,

I read in this week’s edition of the Chicago Tribune that your family is looking for an experienced, loving, patient babysitter, and am happy that I fit the description.

As you can read on my attached resume, I have been enjoying babysitting for local families and look upon the children as if they’re my own relatives.

My duties in the past included giving children their meals at the scheduled times and cleaning up after meals. I would walk them home from school and take them on outings around the neighborhood and the library, read them stories, and went through the bedtime routine (changing into pajamas, brushing teeth, getting into bed).

I am flexible, and can add other responsibilities as needed, such as going with the children on errands, playing games, and helping with homework. I respect the culture that the family lives and the house rules that parents make and gently enforce them.

It would be my pleasure to meet with you and your children to see how the chemistry between us can develop. Please be in touch with me at your convenience.

Sincerely,

Annie Johnston