**Matilda Jones.**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 666-555-4444 ⬩ [Email Address]**

**Today’s date**

Mr. and Mrs. Ike Brown

Street Address

City, State, Zip

**Re: Housekeeper Position**

Dear Mr. and Mrs. Brown,

Regarding your advertisement in the neighborhood circular, I offer my services as a housekeeper.

I understand from the ad that you’re looking for live-in help and the position includes shopping, food preparation, laundry, and cleaning.

Although my professional work experience as noted on my resume has mostly been in office environments, I have been keeping house for myself and my family for many years prior to and during that time.

I am perfectly at home in the areas of

* Polishing a house until it shines, vacuuming, washing floors, organizing rooms, washing windows, washing dishes, etc.
* Food preparation – preparing healthy meals, cooking, salads
* Laundry – sorting, pre-treating stains, ironing

I also have experience in tending gardens, walking pets, and taking care of typical household errands.

It would be my pleasure to meet you both to discuss my qualifications further and make your acquaintance.   
Please be in touch via my contact information and we can set up a convenient time.

Sincerely yours,

Matilda Jones

**Enclosure: Resume**