Marie Myers

Address, City, ST ZIP Code | Telephone | Email

**Today’s date**

Ms. Karen Stone

Address, City, State, zip

**Re: Nanny**

Dear Mrs. Stone,

Your cousin and my neighbor, Danielle Jenkins, told me that your previous nanny just relocated out of state and that you’re looking for a replacement as soon as possible.

I enjoy working with children and love witnessing their development into fine, loving, happy, responsible young adults and have years of experience in the child rearing field.

I’m attaching my resume along with this letter.

I currently work for a family of three children and my responsibilities include:

* Cooking them breakfast in the morning.
* Taking the youngest to preschool and bringing the others to the bus stop for their ride to school
* Washing the dishes, doing the laundry, and grocery shopping when the children are in school.
* Then, picking up the youngest from preschool in the afternoon.
* Cooking dinner, supervising homework, reading stories, and taking the children to the park.

I know basic first aid, basic arts and crafts, and enjoy baking with children as well.

Since the family I’m working for is also relocating, I will be available to start within the near future.

I would appreciate your being in touch with me to arrange for a time to come and meet you and your family in person.

Warmly,

**Marie Myers**