Date: July 23, 2005

Mr. and Mrs. Justin Smith

334 South Atterberry

Atlanta, MO 64000

(404) 555-2222

Dear Mr. and Mrs. Smith:

I saw your job posting on the online Classified Ads for the position of babysitter for two young kids. I am very much interested for the job offer and would be grateful if the position is still available.

I am a reliable and honest 19-year-old student at the University of Atlanta. I have four years of work experience dealing with children ranging from ages 1 year to 12 years old. My previous work as a babysitter involved taking care of two children, aged five and eight.

I would appreciate to look after your children during the afternoon on school days or anytime during weekends. I can manage to do school runs as well as helping children with their homework. I can also cook which you will find very convenient in preparing meals for the children. My experience as a life guard at the local swimming resort provide me knowledge about doing first aid and knowing what to do during emergencies. More importantly, I do not smoke and I live a healthy lifestyle.

I am willing to start on the job immediately. If you are interested, please do not hesitate to contact me at (242) 453-2244 so we can talk about meeting arrangements. Thank you for your time and consideration.

Best Regards,

Stella Martinez