Mr. and Mrs. Martin K. Smith

114 Privy Oak Drive

Lee's Summit, Missouri 64000

(404) 212-2355

Dear Mr. and Mrs. Smith:

I saw your job advertisement in the local newspaper for the Nanny position. You have indicated that you urgently need one and I would like to take the opportunity of filling up the job position.

I have finished studying Child Care and Development course at the Sinclair Colleges. Aside from my knowledge and strong background for the position, I also have the passion to work with children. I believe that these qualifications would satisfy your preferences for the right nanny for your children.

I have been working for almost three years as a nanny for the Parkers. My job in the family involves looking after two children, aged four and six. Both children would be going to school next year. Hence, I am looking for a new job and I would like to apply for the job position you are offering.

I have also several certificates for seminars and trainings involving childcare. More importantly, I do not have any police record and I live a healthy lifestyle.

I hope that you will consider my application and contact me soon for an interview. Thank you for your time and consideration in reading my letter.

Regards,

Martina Engelbert