

MS-WORD: NANNY COVER LETTER

Instructions:

1. Type the following full block business letter.
2. **Note YOU will have to finish writing the letter.**
3. Use proper line spacing and punctuation.
4. Replace **Bart Simpson** with your name. .
5. Preview the print and make sure it fits on one page.
6. Save the files as: **Nanny.docx**
7. Print the letter if requested by your teacher.
8. If you do print it, make sure you sign it just above your name.

155 Green Street
Kitchener, Ontario
N2L 1P4
(519)745-6851

September 23, 2015

Mr. Paul A. Stevens
257 Erb Street East
Waterloo, Ontari
N2A 5W9

Dear Mr. Stevens:

Please accept my enthusiastic application for the position of summer nanny for your children, Poppy and Teddy. I believe my experience working with children, and my knowledge of crafts would make me.....

I have extensive experience working

Finally, I have a strong interest in crafts, and.....

My passion for working with children, and my love of crafts would make me Please find enclosed my resume..... Thank you so much for.....

Sincerely,

Bart Simpson
Student

