To Whom it May Concern,

I heard about a position opening in your company, I hope you will consider me for this position.

I’ve worked as a babysitter for a few couples over the last few years but i’m really looking towards branching out and getting more job skills.                                                                                       I’m great on computers and can work all models of Microsoft Word. Besides my Microsoft knowledge I know how to fix many minor computer problems including viruses, firewall breaks and many more. I‘ve babysat for many years, this has helped me with my people skills and lifting heavy things. I’ve also waitressed at my former church, carrying loads of heavy fish and standing on my feet for long periods of time. I also help around the house and a few others doing chores and cleaning up yards.

I sincerely hope I get the chance to interview.