



## Good business letter layout

The diagram shows a business letter layout with several callouts explaining formatting rules:

- Everything in the letter starts on the left-hand side**: Indicated by an arrow pointing to the left margin.
- There is no punctuation in the addresses, date and salutation**: Indicated by an arrow pointing to the address, date, and salutation lines.
- Opening paragraph**: Indicated by an arrow pointing to the first paragraph.
- Middle paragraphs – begin a new paragraph when the subject changes**: Indicated by an arrow pointing to the start of a new paragraph.
- Final paragraph is about further communication**: Indicated by an arrow pointing to the final paragraph.
- The margins are equal and the letter looks balanced on the page**: Indicated by arrows pointing to the left and right margins.

**Mary O'Donnell**  
59 Hallbrock Way  
ARROWTOWN WA 6045

15 February 20XX

Ms Taylor  
Happy Hands Childcare Centre  
254 Main Street  
PERTH WA 6000

Dear Ms Taylor

**RE: Job vacancy, Child care traineeship, reference number 764**

I am very keen to be considered for any child care traineeships that may arise in your centre.

For the past three years I have been babysitting for regular customers in my neighbourhood. I have looked after children from the ages of 4 months to 13 years old. For one of my regular customers, I have to look after four children who are now aged 18 months, 3, 5 and 7 years. I have been babysitting them for nearly 12 months. The children are always happy to see me and this means that their parents can go out and enjoy themselves knowing that their children are happy and being well looked after.

I am responsible for the children's safety, organising play activities, preparing healthy meals and snacks and tending to other physical needs such as changing nappies, bathing, dressing, giving basic first aid and putting them to bed. I also comfort them when they are upset and feel comfortable if I have to discipline them.

My résumé is enclosed for you to look at and gives more detail about the experience that I have had. I have also enclosed a reference from Ms Blake for whom I regularly babysit.

Thank you for considering my application. I am available for an interview at any time that is convenient to you and can be contacted on mobile 0498 234 789 or home phone 9675 3876.

Yours sincerely

*Mary O'Donnell*

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