[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Through this job application, I would like to propose my nomination for the vacant role of Pet Sitter at your store. I have been successfully serving as a Pet Sitter for the past three years, and that has helped me gain in-depth knowledge about the animals' behavior. I am confident in performing the responsibilities to the best of my capacity.

Some of my major job responsibilities are highlighted below for your review:

* Collect the relevant pet information from the pet owners.
* Timely give water and food to the pets.
* Clean and groom the pets.
* Provide medications to the pets as directed by the pet owner.
* Report to the pet owners regarding their pets' illness.
* Perform other related responsibilities.

Over the years, I have developed a good sense of client communication, solid attention to detail, and the ability to handle pets. Therefore, I believe I am the ideal fit to become your next Pet Sitter.

I am grateful for your attention to my job qualifications. I have attached my resume to further provide you with information about my educational qualifications and work history. I look forward to meeting you in person.

Best Regards,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Pet Sitter**