

*Dear Future Employer,*

*Greetings!!*

*I'm **JINKY MULDONG LIBUT**, 35 years of age and I was born on 17<sup>th</sup> Oct. 1974. My husband and I has blessed of two (2) adorable daughters. My eldest is 13 years old while the youngest is only 1 year old. I'm a simple person, friendly, hardworking, responsible and honest. My hobbies were includes cooking, singing, reading books, listening music and watching TV. Our father was died 9 years ago and now only having our Mom beside us. I have four (4) brothers and two (2) sisters. I've finished my degree of Bachelor of Science in Electronics and Communication Engineering at the University of the East in year 1996. I got married 2 months before the day of my graduation and that's the main reason why I couldn't practice my profession then.*

*Currently, I am here in Taiwan and employ as a Caretaker. I'm taking care of an Old Man who's Diabetic with high blood pressure. My duties and responsibilities for him are check the blood sugar, blood pressure, feed him through NGT, change diaper, bathing, massage, inject insulin and give the proper medications that prescribed by the Doctor.*

*Aside from the Old Man, I'm also looking after the 7 year old boy. My duties and responsibilities for the child are serve his foods, dressing, fix the school necessities, give vitamins, send and fetch him from the school, bathing, tutoring, playing indoor and outdoor activities. Part of my responsibilities too is to run errands such as general housekeeping, cooking, marketing, laundry, ironing and wash the cars. Everyday, I make it assure that I completed all my tasks with or without the presence of my*

*employer. They trusted me enough and treat me as their own family, and in return I don't want them to disappoint with my performance.*

*As my contract will end up soon therefore I'm taking this opportunity to apply as a Nanny or even a Caregiver of your family to continue my aim of serving people. If you will give me a chance to work in your family I promise to do all my very best with loyalty, honesty and respect like the way I am doing to my present employer.*

*My warmest greetings and thanks for reading my letter. It is my honor to be a part of your family in the future. Have a wonderful and a blessed day to all of you.*

*Sincerely Yours,*

***Jinky M. Libut***