

## EMAIL TEMPLATE: Application Letter

Here's a sample application letter – find as many ways to personalize your own application using the style of this template.

Pasting in a reference, if you have one, at the end of the application letter is a nice touch. The more information you can present at this point, the more likely you are to be short-listed for further communication!

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Hi Sue and Tom

**Reference: Assignment 2415 Caring for Harry**

My partner Ian and I are professional long term house sitters, and we read with interest the assignment you have just posted on the Trusted House Sitters website.

We are currently house sitting in the USA in Dallas and we're looking for an assignment for the winter months, not too far from our current location. We have in fact visited Austin, and house sat there for two months last year, where we looked after a poorly dog, Tina, while her owners were away on business.

We think we'd be ideal candidates because we're already really familiar with the location and know lots of great places where we could take Harry for long walks! We love Austin and would welcome the chance to stay again in this great city.

We have used house sitters for our own property in Panama, and so fully appreciate the responsibilities involved. We work remotely via the internet and so will be around the house much of the time to keep Harry company while you are away.

House sitting is a way of life for us – please take a look at our personal profile on our own house sitting website:

[www.LongTermHouseSitters.com](http://www.LongTermHouseSitters.com)

where you'll find references, our skills list and other information about our lifestyle.

You can also check out Ian's personal website here:

[www.IanUsher.com](http://www.IanUsher.com)

Perhaps we could set up a chat via Skype to talk about this further. We look forward to hearing from you soon.

All the best  
Vanessa and Ian

**Telephone: +44 0860 333 2929**

**Skype: vanessa.anderson.uk**

Here are a couple of our recent references. For many more please follow the link below:  
<http://LongTermHouseSitters.com/references/>

*“On meeting Vanessa & Ian I immediately felt at ease as they are a very warm, gentle and responsible couple and I felt we had an instant rapport.  
This was only our second experience with a house sitter and they certainly set the bar high. They are extremely professional and organised and they made us feel completely at ease leaving our beloved pets and home in their hands.  
They provided regular emails/updates and included photos of the cats, which we thought was a lovely touch and very thoughtful as they knew I had my concerns.  
I was concerned about how one of the cats would react to having strangers look after him as he can be somewhat anxious, however I need not have worried as about a week after leaving I received an update to say that Bear was starting to come round and was even coming to them for a brush.  
They took great care of the house and on our return the house was immaculate. It being a large house with a pool, I expected at least a few minor issues as it can be difficult keeping on top of everything, however everything was perfect and you could immediately tell they had taken great care of everything. They had even left us freshly squeezed juice, planted a crop of tomatoes and ensured there was milk etc. left in the fridge.  
I would absolutely have no hesitation in recommending them as house and or pet sitters. In fact, I asked them back, unfortunately they were unable to make the dates we needed. Hopefully we get to meet up with them again in the future as they are a wonderful and very interesting couple”*

*Kelly Campbell  
Myrtleford, Australia*

*“Trusting my home, my business studio, and my two beloved dogs to Vanessa and Ian was like leaving them in the hands of close family. They are both so caring, friendly and warm, with such a vibrant positive energy that I felt instantly at ease when I finally handed them my keys and waved them goodbye to go on a business trip to America. They anticipated my questions and concerns, and talked me through their considerate approach to looking after my life while I was away. I can't recommend them highly enough. I was able to enjoy a productive, stress-free business trip and return to my home and garden probably tidier than I'd left it!”*

*Allie Mae Taylor  
The Everlast Guest House, Builth Wells, Wales*