To make a good first impression when you apply for a job, a good cover letter will help you. Cover letters should be in correct format and should use formal language so that it will convey a more professional appeal to your application. Here is a sample cover letter when applying for a position in an educational set up.

Date: 2 November 2001

Donna Santiago

BST International Christian School

1234 North Park

Gainesville, Fl 32607

(333) 999 9999

Dear Ms. Santiago:

I saw your advertisement on the newspaper yesterday. This is a response to your ad, and I would like to apply for one of the vacant positions as an elementary teacher in BST International Christian School.

I finished my undergraduate degree in education from a prestigious university in Les Vegas. I received awards and appreciation on my graduation day and I was even summa cum laude. I worked as a pre-school teacher in the Ontario Elementary School after graduation. After two years of teaching, I continued my studies in graduate degree in education that opened up more opportunities for me.  I am currently working as a part time instructor in Corsair College in the same field, and I am looking for a full time position in elementary teaching because it is my first love.

I will be looking forward to your response. Thank you.

Very truly yours,

Jane Paterson