You do not want to mess up your application with a bad cover letter. Cover letters should be in proper format and should reflect your intent to apply. Here is a sample of a good cover letter for your employment purposes.

June 10, 2009

Matt Laurence Evans

Human Resource Head

University of Atkinson

Gainesville, Fl 32607

(222) 999 9999

Dear Ms. Smith:

Being an outgoing person has helped me build connections with different people around the world. I have been an exchange student for two years in two different countries, specifically Japan and Australia. I also delivered speeches in several youth oriented programs and debate related seminars during my college years.

Now that I am in the real world, I am doing my best to fit in it. I saw your post in one of the weblogs I subscribed to weeks ago and this is a response to it. I would like to express my intent to apply for the Sociology instructor in the University of Atkinson. I am confident that my experiences would be great preparations for the teaching career.

Please consider my application by reviewing my attached resume and certificates. I am looking forward to your favorable response. Thank you.

Sincerely,

Sarah Park