Every professional goes through the task of applying for a job. When applying for a job it is always crucial to know the needed documents. One of the most important things to submit to your employer during a job application is a cover letter. Professionals need a cover letter to make a good first impression to their employers. Here is an example of a cover letter for a professional who is applying for a job.

August 4, 2009

Mr. John Simpleguy

Principal

Roads Elementary School

16 Force Road

Pasadena, California

Dear Mr. Simpleguy:

I am writing this letter in response to your advertisement on JObsup.com for a history teacher position. Your school’s job position is exactly the subject that I am looking forward to teaching. I believe that my five-year teaching experience as an elementary teacher at Constance Elementary is more than enough to land a spot at your learning institution.

If you feel that my qualifications as well as my teaching background would help your students and staff at Roads Elementary School, we should meet this weekend. Please feel free to contact me at any time of the day via phone at (324) 456-7890. Thank you very much for your time and consideration. I am looking forward to meeting you the soonest time possible.

Sincerely,

Anna Michealton

Enc: Resume