To create an impressive first impression when applying for a job, attach a good cover letter to your resume. Furthermore, your cover letter should follow the correct format and outline of typical cover letter so that it would look more professional and sincere. Here is a sample of a cover letter with the right outline.

June 10, 2010

Kenneth Chan

Executive Head

Human Resource Department

DEF Learning Center

Dear Mr. Chan:

This is a response to your ad I saw a while ago in the San Diego Daily newspaper. I would like to express my sincerest intent to apply for the psychiatrist position in the DEF Learning Center.

I have a bachelor degree in Bachelor of Science in Psychology and I am currently taking up my Master's Degree in the same field. I used to have my own clinic in Australia for five years but I was forced to close it since my husband and I decided to live here in California. I am currently working as part time instructor in University of San Diego.

If you want to know more about me as a future psychologist in your educational institution, it would be my pleasure. I will be looking forward to your call. Attached are my resume and certificates.

Very truly yours,

July Corrs