For fresh graduates, here is a sample cover letter for a job application. 

July 12, 2008

Mr. Will Thrasher

Howard Academy Library

932 Las Vegas Blvd., las Vegas, NV 89109

(999) 888-1111

Dear Mr. Thrasher:

Good day!

I have learned from Ms. Harriette Towne of an available vacant position needed in your office and therefore I would like to express my interest in the said position. I am a fresh graduate of bachelor of library and information science and currently looking for work.

In the course of job search, Howard Academy Library is a perfect environment where I can begin my profession. Despite it was opened just some few months ago, Howard Academy Library has already achieved many recognitions from different school and library organizations for its state-of-the-art facilities. My degree in library and information science, combined with my on-the-job trainings and past part-time jobs as library clerk, are excellent preparation for the job in the library.

If not yet occupied, please consider my application for the said position. Attached is my

curriculum vitae and some certificates of the seminars I attended in the past.

Looking forward to your positive response. Thank you and God bless.

Sincerely,

Peter Paterson