Here is a perfect example of a great cover letter for job applicants who are looking for a sample cover letter.

July 1, 2008

Ms. Miley Archuleta

ABC Learning School

01 Las Vegas Blvd., Las Vegas, NV 89109

(111) 000 2222

Dear Ms. Archuleta:

Good day!

I have learned from Mr. Monica Rosa of an available vacant position needed in your office and therefore I would like to express my interest for the pre-school teacher position.

In the course of my job search, ABC Learning School is a perfect work place where I can continue my profession. ABC Learning School has already achieved much recognition from different school and library organizations for its very professional teaching aids and facilities. My degree in Masters in Elementary Education combined with my experiences in teaching and the seminars I attended are excellent preparation for the job in the School. In addition, I also regularly conduct talks with topics about teaching and learning.

Please consider my application for the said position if it is not yet occupied. Attached is my

Curriculum Vitae and the certificates I received in the past.

I am looking forward to your positive response. Thank you.

Sincerely,

James Smith