Wrap your comprehensive resume with a winning cover letter. This is to create an impressive look at your application and to have a good first impression to your employer. Here is an example of a resume cover letter format that should be followed if you want to succeed in your application.

June 12, 2005

Paris Potter

Gale International Academy

Gainesville, Fl 32607

(222) 999 9999

Dear Ms. Potter:

I have been informed by Ms. Juliet Lim of an available vacant position in the Gale International Academy. Therefore, I would like to express my sincerest intent to apply as Biology teacher in the high school department of Gale International Academy.

I finished my undergraduate degree in Biology from the Harvard School of Science. After graduation, I was immediately invited by HJK High School to teach General Science. After two years of teaching, I decided to continue my studies to Master’s Degree in Biology. Now that I have finished my masters, I am again ready to a more challenging role as a teacher.

Please consider my application by reviewing my attached resume and certificates. It would be my pleasure if you set interview with me to know more about me. I am looking forward to your response. Thank you.

Sincerely,

Janette Anie Jackson