If you want your employer to have a good impression of you, a winning cover letter will surely help you.  Here is an example of a good cover letter. Strictly observe its format and the language used in it. It should reflect your sincerity to apply for the job you are looking for.

June 12, 2009

Walter Finnegan

Electronic Library of the West

Gainesville, Fl 32607

(222) 999 9999

Dear Mr. Finnegan:

My friend Kylie Minstrel informed me about the vacant position available in your company. Therefore, I would like to express my eagerness to apply for the electronic library assistant in the Electronic Library of the West.

I am a fresh graduate of Bachelor of Library and Information Science Major in Information Technology last summer. I completed my internship program in the New York Library. Furthermore, I worked as a part time student assistant in our college library when I was still a student. I am now a licensed librarian and I am now legal to practice my profession.

Please consider my application by reviewing my attached resume and certificates. If you want to know more about me, please do not hesitate to call me for an interview. I am looking forward to your response. Thank you.

Sincerely,

Anna Summers