

<http://jobsearch.about.com/od/coverlettersamples/a/covereducation.htm>

Cover Letter Sample for Teaching / Education

Cover Letter Formatting Guidelines

By Alison Doyle

When you are applying for employment, how you format your cover letter is important because that letter is how you are going to make the best impression on the employer. A letter without the correct spacing between paragraphs or with too much information or too much text on a page is going to look cluttered.

How your letter is formatted is almost as important as what you say in your cover letters because if your letter isn't easy to read, it can knock you out of contention for a job.

A cover letter with sufficient white space, a simple font, and with the appropriate salutation and closing will make the best impression on the reader.

Here's information on cover letter formatting guidelines including setting page margins, choosing a font style and size, paragraph and section spacing, and more tips on how to format cover letters for employment.

Cover Letter Formatting Guidelines

The easiest way to format a letter is to write the letter first, then format it. Once you have all the content (contact information, why you are applying and qualified, signature, etc.) on the page, you can then easily adjust the margins, font and alignment.

1. Cover Letter Contact Section

How you include your contact information will vary based on how you are sending your cover letter.

A. When you are writing a cover letter to mail or to upload to a job board or company website, the first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that.

Your Contact Information

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State, Zip Code

B. When you send an email cover letter, instead of listing your contact information at the top of the message include your contact information in your signature.

2. Cover Letter Salutation

Definition: A salutation is the greeting you include at the beginning of a cover letter. Include the employer's personal title and full name in the salutation (i.e. "Dear Mr. James Franklin").

If you are unsure of who will be reading your cover letter, address the letter "Dear Hiring Manager."

If you are unsure of the reader's gender, simply state their full name and avoid the personal title (i.e. "Dear Jamie Smith"). Leave one blank line after the salutation.

3. Cover Letter Body

The most important part of a cover letter is the body of your cover letter.

The body of your cover letter is the section of the letter that tells the hiring manager what position you are applying for and why the employer should select you for an interview. You're selling your candidacy to the reader, so it's important to be specific about your qualifications as they relate to the position.

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you saw the listing. Include the name of a contact, if you have one.

Middle Paragraphs (2 or 3 paragraphs):

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your qualifications and the position requirements. Mention specifically how your skills and experience match the job you are applying for. Use several shorter paragraphs or a bulleted list of your qualifications rather than one large block of text.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up, if you have enough contact information to do so.

4. Cover Letter Closings

When you're writing a cover letter or sending an email message to apply for a job it's important to close your letter in a professional manner.

The following is a list of letter closing examples that are appropriate for cover letters and employment related correspondence.

Cover Letter Closing Examples

- Sincerely
- Sincerely yours
- Regards
- Best regards
- Kind regards
- Yours truly
- Most sincerely
- Respectfully
- Respectfully yours
- Thank you
- Thank you for your consideration

Follow the closing with a comma, a space, and then your name and your contact information, if you're sending an email message. For example:

Best regards,

Your Name

Your LinkedIn Profile URL

Your Email Address

Your Phone Number

5. Cover Letter Signature

Information on what to include in the signature of a cover letter when sending cover letter documents or email cover letters, along with sample signatures for both types of letters.

What is included in a cover letter signature depends on whether you are sending or uploading a cover letter document or using an email message as your cover letter.

Cover Letter Document Signatures

When you send a paper cover letter or upload a document to a job site to apply for a job you need less information in your signature than in an email message, because the heading of your cover letter includes your contact information.

In this case, you can simply include an appropriate closing and your name:

Closing, (*sample closings*)

Handwritten Signature (*mailed letter*)

FirstName LastName

Email Cover Letter Signatures

When you are sending email cover letters, it's important to include contact information so the hiring manager can easily see how to reach you.

Sample Email Signature

FirstName LastName
Email Address
Phone
Cell Phone

Alison Doyle
Email: jobsearch.guide@about.com
Phone: 555-555-5555
LinkedIn: [linkedin.com/in/alisondoyle](https://www.linkedin.com/in/alisondoyle)
Twitter: AlisonDoyle

Sample Email Signature With Full Address

FirstName LastName
Street
City, State, Zip
Email Address
Phone
Cell Phone

Sample Email Signature With LinkedIn

FirstName LastName
Email Address
Phone
Cell Phone
LinkedIn Profile (*Optional*)

Sample Email Signature With Twitter

FirstName LastName
Email Address
Phone
Cell Phone
LinkedIn Profile (*Optional*)
Twitter Account (*Optional*)

Jane Doe
120 Main Street
Anytown, NY 12222
Email: jane.doe@gmail.com
Cell: 555-555-5555
LinkedIn: linkedin.com/in/janedoe
Twitter: JaneDoe

Some samples:

FirstName LastName
 87 Washington Street
 Smithfield, CA 08055
 555-555-5555 (h)
 123-123-1234 (c)
 email

Date

Mr. John Doe
 Smithfield Elementary School
 Main Street
 Smithfield, CA 08055

Dear Mr. Doe,

I am interested in applying for a teaching position, on the elementary level, in your school district. As a 200X graduate of XXX College, I have student teaching experience on the third and sixth grade level, in both suburban and urban school districts.

At the present time I am teaching “at risk” preschool children. This position enables me to provide these students with a “head start” in mastering basic skills. I am challenged to be creative, nurturing and most of all, patient.

In my junior year at XXX College, a passion for and knowledge of horses created an opportunity for me work for the Racing Museum. This position allowed me to teach every fourth grade class in the local school system. I coordinated field trips with classroom instruction.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher who will make a positive contribution to your school district. I would welcome an interview and hope to hear from you at your earliest convenience.

Sincerely,

Signature (*hard copy letter*)

FirstName LastName

<http://articles.jobhouseghana.com/cover-letter-examples-samples-templates-for-fresh-graduates/>

Cover Letter Samples: Fresh Accounting Graduates

Dear Sir/Madam,

I am writing to inform you of my interest for the position of Accounts Officer as was recently made advertised in at Jobhouse.org website.

I recently obtained my Degree in Accounting from the University of Ghana, Legon, with a Second Class Upper Division. It will interest you to know that as a graduate in Accounting, I have acquainted myself with a range of skills that would allow me to blend with the organization's culture, and propel the team to new height of success.

Apart from being a proactive learner, I was actively involved in extra-curricular activities inside and outside of campus. I was the Chairman of organizing committee that launched one of the biggest Business Fairs on campus in August 2011, attended by over 10,000 people. Additionally, I was the president for the Programming Club, as well as an active member of the Swimming team of my hall.

My passionate involvement in many activities outside of the academic circle has served me well in nurturing my leadership and communication skills, which are essential to succeed in the working world. Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time.

Yours sincerely,

Victor Gakpo
Fresh Accounting Graduate

Dear Sir/Madam,

I am writing to inform you of my interest for the position of Computer Programmer as was recently made available in your company.

I recently obtained my Degree in Computer Engineering from the University of Ghana, Legon, with a Second Class Upper Division. As a graduate in Computer Engineering,

I have acquainted myself with a range of skills that would allow me to blend with the organization's culture, and propel the team to new height of success.

Apart from being a proactive learner, I was actively involved in extra-curricular activities inside and outside of campus. I was in the organizing committee that launched one of the biggest IT fair on campus in July 2011, attended by over 10,000 people. Additionally, I was the president for the Programming Club, as well as an active member of the Swimming team of my hall.

My enthusiastic involvement in many activities outside of the academic circle has served me well in nurturing my leadership and communication skills, which are essential to succeed in the working world.

Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time.

Yours sincerely,

Richard Dogbe

Fresh Graduate

Psychology Fresh Graduate Cover Letter Sample 1

Jomo Kenyata Street
Nairobi, Kenya

June 18, 2013

Mr. Paul James
End Times Incorporated
P. O. Box 230, Nairobi

Dear Mr. James,

I am writing to submit my resume for graduate psychologist position with End Times Incorporated, as advertised on JobHouse (website for [Jobs in Ghana](#)). I recently graduated from the Jomo Kenyata University with a Bachelor of Psychology at and I am interested in working at End Times Incorporated as it's a great chance to be part of a company which helps people of the community.

During my campus days, my psychology internship has included assisting with study at the University's Psychology Clinic and the Student Counseling Centre. My duties comprised brainstorming on research topics, writing and deal out surveys, and compiling and analyzing data. I have developed well-built research, analysis, communication and computing skills during these responsibilities.

I believe that my thorough and extremely motivated approach, together with my professional skills and objective to work as a psychologist, make me a strong applicant for graduate positions at End Times Incorporated. Please find my enclosed resume which gives further details about my knowledge, skills and expertise in psychology.

If you need any more information please contact me on 020 000 0000 or samuelsonkk@gmail.com. I am available for interviews and anticipate hearing from you soon. Thank you for your time and consideration.

Sincerely,
[sign here]
Samuel K. Kofi

Enc. Resume and Recommendation Letter

Psychology Fresh Graduate Cover Letter Sample 2

Dear Mr. Jones,

Please allow me to introduce myself. I am preparing to graduate from the Attah Mills University's Masters Program with a degree in Psychology in July 2013. My coursework and experience has prepared me for my career working with people with disabilities, children, adolescents, divorced couples, etc. In addition to my major degree, I also minored in Social Work, and I feel that I am very well prepared to help people who are in need of mental health services. I believe that I am well-prepared to offer comprehensive support services to clients from a variety of backgrounds with a wide range of needs.

I am currently studying for my Clinical Psychology licensure to be taken in December 2013. I have already passed the graduation requirements for Attah Mills University. I have 30 hours of drug and alcohol treatment, training obtained at the Public Health Institute at Legon. I have my own vehicle and certified drivers licence.

I am currently working at Lister Hospital doing counseling. I have almost two years experience total with individual counseling, applied behavioral analysis at Lister Hospital environment.

In addition to my academic and work experiences, I also possess a tremendous amount of patience, trustworthiness, ethics, communication skills, and respect for patient confidentiality I would be pleased to have the opportunity to provide the supplementary information that is mentioned in my enclosed resume. I have letters of recommendation from past professors, employment supervisors, and personal references. I am available for an interview at your convenience.

I think I would be an excellent match for your esteemed establishment and hope that you will kindly consider me for an interview. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Michael Peters

Example 1: General Template

29th June 2013

Mr. Paul Mensah
HR Manager
MyGhanaNews.Com
P. O. Box CO 2416
Tema, Accra

Dear Mr. Mensah,

Application for Media Relations Manager Position

I am writing to apply for the position of Media Relations Manager in your esteemed company. MyGhanaNews.Com is a fast-moving global institution and an outstanding communications pioneer, now poised to guide the direction of online journalism.

As a recent graduate of the School of Communications Studies, University of Ghana, Legon with significant experience in marketing, administration and media, I bring the energy and commitment to excellence necessary to thrive in MyGhanaNews.Com's innovative environment.

As the current Media Relations Manager of Global Communications Ghana, I am a practiced business liaison and an able administrator. These strengths, combined with deep and varied employment and internship experience as a journalist and media consultant with GBC and TV3, prepare me to make a strong and immediate impact at MyGhanaNews.

I am excited about the opportunity to join the this great team as it moves to the center of the online media conversation. Thank you for your time and consideration.

Sincerely,

Your Signature

Jeff Sakey

Example 2: Accounting / Finance / Business

James Tobin
Mango Street, JobHouse Estate
email@email.com – 024 000000

Accra

June 27, 2013

Mr. Raymond Aikins
HRD Manager
Any Company
Accra
Dear Sir,

Post of “Accounting Staff”

I would like to apply for the post of “Accounting Staff” which you have advertised jobhouseghana.com on June 15th 2013.

As a fresh Accounting graduate, I have great knowledge regarding all aspects of general accounting and financial reporting. Additionally, I have good command of all the required software programs, including Word, Excel, and accounting software such as Tally. I am proficient in general accounting, accounts receivable/payable, payroll processing, data collection and analysis, banking activities, and employment tax reporting. My financial strengths include budgeting, reporting, auditing, month-end closing, timely financial statement preparation, and manage annual budget process.

For your further consideration, I have a bachelor degree in Accounting from University of Ghana Business School. Some of my key areas are being hard working and having a good command of English language, excellent in mathematics, and able to work well under pressure.
Thank you very much for your attention.

Yours faithfully,

Ali Mohamed Yusuf

Example 3: Unsolicited (when you there is no invitation for application)

MTN Avenue
 Kimbu Gardens
 Accra Central
 Accra

June 20, 2013

The Human Resources Manager
 End Times Incorporated
 Jesus Avenue
 Accra

Dear Sir / Madam,

Application for Employment in Administrative Position

I am writing to make inquiries of any vacancy in the Administrative Department of your great company. With my relevant working experience and educational background, I believe I am qualified for any position in your company.

I am a fresh graduate of Secretarial College of Ghana. I am proficient in 3 Ghanaian languages and know how to use various computer software for document processing. One of my key qualities is the ability to work with people in any level of an organization.

During my last long vacation at the degree level, I worked for a franchise company in Accra as administrative assistant. While on this job, I contributed to setting up proper work procedures for workers and revising the HR system for other branches in Kumasi and Tamale.

At present, I am studying an MBA at the Ghana Institute of Management and Public Administration (GIMPA) to further upgrade my knowledge in the field and plan to take other language course to enhance my language skills.

Enclosed please find my resume for your reference. My contact number is 024 000000. I look forward to hearing from you soon.

Yours faithfully,

signature
 Kofi Kapito (Mr)

Encl.