

Sample Cover Letter

Your street address
City, State Zip Code
Date

Ms. Stephanie P. Smith
Manager of College Relations
Frito-Lay
P.O. Box 741
Dallas, Texas 73235

Dear Ms. Smith:

Please consider me for the position of Sales Representative with Frito-Lay which was posted on Sun Devil CareerLink at Arizona State University. Based on my sales experience and marketing degree, I believe that my qualifications closely match your requirements for this position, and I am excited about the opportunity to work with such a highly regarded consumer products firm.

My direct sales experience has been in soliciting potential customers for Acme Caterers, a role that I have held part-time for the last two years while completing my marketing degree. In addition to selling our services to clients, I frequently managed specific catering events, including supervising our food preparation and delivery staff. I also had the challenging and rewarding experience of serving on the planning committee for the Greater Phoenix Area Literary Festival. This volunteer experience was extremely valuable because I learned through hands-on experience what it takes to promote events successfully. I am confident these skills would allow me to be a contributing member of the Frito-Lay's sales organization.

I would appreciate an opportunity to meet with you to discuss my qualifications and learn more about this job opportunity. I may be reached at (480) 616-9876 or indeedajob@aol.com to set up a convenient time. I will follow up in a week to verify you have received my application.

Thank you for your consideration of my application. I look forward to meeting with you.

Sincerely yours,

(sign here)

Your name