

1234 University Parkway  
Salisbury, MD 20000  
(000) 000-0000

March 27, 20XX

Ms. Stephanie P. Xxxxxx  
Manager of College Relations  
Frito-Lay Company  
P.O. Box 789  
Rockville, MD 44444

Dear Ms. Xxxxxx:

I am very interested in the Frito-Lay sales and marketing position posted in the Career Development Center at Salisbury University. When I graduate in May with a Bachelor of Arts in Political Science, I would like to begin a career in sales and marketing with your organization. I firmly believe you can utilize some of the many skills I have acquired in college.

You will note from the enclosed resume that many of my extracurricular and work experiences involved the organization, promotion, and publicizing of events. My background includes direct sales experience soliciting customers for COMB Company and success in managing employees in various capacities. My most challenging and rewarding experience to date was working with Senator Kxxxxxxxxxx in the organization of his last successful legislative campaign. I am confident that I have the sales and managerial skills required to be a contributing members of the Frito-Lay organization.

A letter and resume can tell you only so much about my motivation and qualification. While in college at Salisbury, I managed to be active on-campus in two clubs. Also I held a 20 hour a week job working in the Career Center. This money augmented my financial requirements for college. While attending college and being so active I had to truly use very good organizational and time management skills. All this being said, I truly believe my biggest asset is my very strong wok ethic that I hope to utilized within your organization.

I welcome the opportunity to discuss my background with you in person. I will call you at the end of next week to discuss whether such a meeting would be possible and to confirm the appropriate next steps. Thank you for your consideration.

Sincerely,

Xxxxxx B. Xxxxx