

Jenny Gerald

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jennygerald@yahoo.com

February 19, 2014

Frito-Lay, PepsiCo Sales
26672 Towne Center Drive, Suite 360
Foothill Ranch, CA 92610

Dear Hiring Committee:

I am interested in the Sales Associate/ District Sales Leader position at Frito-Lay. I heard about this job opportunity from the CSUCI Career Development Center.

I believe I am a great fit for this position as I have sales and delivery experience, as well as experience training staff. I have great interest working with your company because Frito Lay's focus on results, innovation, and growth are key factors that lead to my own professional success. Through my professional experience, I found that the most successful leaders came from managers and supervisors who have open communication with their staff and share this vision with their team. I hope to utilize experience in retail and skill in training staff members at Osh Kosh B'gosh to insure an open and continuous line of communication with staff at Frito Lay. I am confident that while I am learning what it takes to run a delivery route to also build rapport and camaraderie with my team members during the 12-month training program.

I truly believe that the combination of my extensive background in retail and supervision merged with my education in Business at CSU, Channel Islands, will allow me to be an ideal fit for the Sales Associate/District Sales Leader position at Frito-Lay.

I would be happy to discuss this position further with either a phone or in-person interview. Please reach me at (555) 555-5555 or at jennygerald@yahoo.com, and I look forward to speaking to you soon.

Thank you for your time and consideration.

Jenny Gerald

Jane Doe

1234 North Avenue
Ventura, CA 93001
(805) 222-3456
Jane.doe@gmail.com

Laurie Nichols, SPHR
Associate Director Human Resources Programs
CSU Channel Islands
One University Drive, Solano Hall 1151
Camarillo CA 93012

Dear Laurie Nichols,

I am writing to apply for the position as a Human Resources Student Assistant as my instructor, Patty Dang, referred me to this position. I am a highly motivated student with a great desire to serve and accommodate my fellow CI students with questions and concerns. As requested, I have provided a completed job application, my resume, and a list of three references.

This opportunity presented was of great interest due to my experience working at the front office at the Marie Kerr Recreation Center for the City of Palmdale. I believe that my knowledge of Microsoft Office and meticulous work skills will make me a competitive candidate for this position.

Please see my resume for additional information on my experience. I can be reached via email at jane.doe@gmail.com or my cell phone, (805) 222-3456. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Cordially,

Jane Doe