COVER LETTER SAMPLE

MARKETING

August 1, 2010

Hiring Manager
Pepsi Bottling Group
291 Delisso Street
Mississauga, Ontario
L5G 2T1

Dear Hiring Manager,

It is with great interest and enthusiasm that I am writing in response to your job posting of Marketing Assistant (#32974) as posted on the career board on the Pepsi Bottling Group (PBG) website. I will complete my Honours Bachelor of Business Administration Degree with a focus in Marketing in December 2010 and I believe that my skills and experience align with the qualifications required for this position.

My degree and previous work experience have prepared me to become a hard working and dependable person. While in my position as a key-holder for American Eagle Outfitters, I was given a leadership role where I was responsible for the overall success of the store and the sales associates working at the time. I also prepared and coordinated financial reports for the store on a monthly and weekly basis, as well as organizing product orders for customers and other stores. Through my volunteer work as Director of Social Affairs with Brock's Business Students' Association, I managed and coordinated monthly social events for business students, while overseeing all executive travel arrangements and travel and expense reports.

I thrive in a fast-paced environment where I have the opportunity to work in teams. PBG's culture of teamwork and collaboration aligns well with my own work style and would provide me with the opportunity to learn from my colleagues.

Thank you for your time and consideration. I would welcome an opportunity to discuss my qualifications in more detail. I can be contacted by phone at (905)333-1877 or by e-mail at j_smith@gmail.com.

Sincerely,

Jane Smith

Jane Smith