

## SAMPLE COVER LETTER

**Your Name**

**Your Address** (Street, City, State, Zip Code)

Date

Mrs Alena Wilkinson

Recruiter, PepsiCo

700 Anderson Hill Road, Purchase, NY

**Dear Mrs, Wilkinson:**

I am writing to express my strong interest in the **[Exact Job Title]** position at **[Company Name]**, which I discovered through **[Source / Name and Title of Referral]**. With a background in **[Degree / Field of Study]** and experience in **[Industry/Specialty]**, I have built strong skills in **[Key Skill 1]** and **[Key Skill 2]**. I am particularly drawn to **[Company Name]** because of your work on **[Specific Project, Product, or Company Initiative]**, and I look forward to bringing my background in **[Your Specialization]** to support your team's goals.

During my time as a **[Role Title, e.g., UI/UX Design Intern]** at **[Company/Organization Name]**, I **[action verb, e.g., optimized]** **[key responsibility/project]** to improve overall **[user experience/system efficiency]**. In this role, I **[action verb, e.g., conducted]** **[specific task, e.g., usability testing and wireframing]**, which resulted in **[quantifiable accomplishment or outcome, e.g., a 40% increase in workflow efficiency]**. This experience strengthened my ability to **[relevant skill]**, directly preparing me to **[specific responsibility from target job description]** at **[Target Company]**.

Additionally, my academic background in **[Degree/Program Name]** at **[University Name]** provided hands-on experience in **[key technical or analytical skill]**. Through **[coursework/capstone project]**, I **[action verb, e.g., collaborated]** with a team to **[project detail or result]**. Combining this technical foundation with my practical industry experience positions me to immediately contribute to **[Target Company]'s** goals in **[specific team function or objective]**.

My strong foundation in **[Degree/Field of Study]** and proven track record in **[Core Skill/Specialization]** make me an ideal fit to support **[Target Company]'s** team and mission. Thank you for your time and consideration of my application. I look forward to the opportunity to discuss how my experience and skills align with your needs in an interview. I will follow up with you in **[e.g., one week]** to confirm you have received my materials and to answer any initial questions.

Sincerely,

**[Your First and Last Name]**