

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my enthusiasm for the Business Development position at [Company's Name] as advertised on [where you found the job listing]. With a strong background in building strategic partnerships, identifying growth opportunities, and driving revenue, I am excited about the chance to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or project]. This experience honed my ability to analyze market trends and cultivate relationships that support business objectives. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values].

I am confident that my skills in [mention relevant skills or tools] and my passion for [industry or company focus] will enable me to excel in this role. I am eager to bring my expertise in [specific area] to help [Company's Name] achieve its business goals.

Thank you for considering my application. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I look forward to the possibility of contributing to [Company's Name] and am happy to provide any additional information needed.

Warmest regards,

[Your Name]