

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Business Development position advertised on [where you found the job listing] at [Company Name]. With a strong background in sales, client relationship management, and strategic planning, I am excited about the opportunity to contribute to your team and help drive [Company Name]'s growth in the market.

In my previous role as [Your Job Title] at [Your Previous Company], I successfully [describe a relevant achievement or responsibility, e.g., "increased annual sales by 30% by developing and implementing targeted marketing strategies"]. I possess a deep understanding of identifying market opportunities and leveraging them to build long-term partnerships, which I believe aligns perfectly with the requirements of the Business Development position.

My key achievements include:

- [Achievement 1: quantitative measure, e.g., "Developed a new client acquisition strategy that led to a 25% increase in new clients within one year."]
- [Achievement 2: relevant skill, e.g., "Implemented a CRM system that improved team productivity by streamlining customer interactions and data management."]
- [Achievement 3: another achievement, e.g., "Collaborated with cross-functional teams to launch a successful product that generated over \$1M in revenue in the first six months."]

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values, e.g., "its commitment to innovation and sustainability"]. I am eager to bring my expertise in building strategic relationships and developing business opportunities that align with your objectives.

Enclosed is my resume, which provides additional details about my professional journey. I am looking forward to the opportunity to discuss how my experience and vision can contribute to the continued success of [Company Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,  
[Your Name]