

[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 strong interest in the Business Development position at [Company's Name] as advertised on [where you found the job listing]. With my background in sales and strategic partnerships coupled with my passion for driving growth, I am confident in my ability to contribute significantly to your team.

In my previous role at [Your Previous Company], I successfully developed and executed business strategies that led to a [specific percentage or dollar amount] increase in revenue over [time period]. My ability to analyze market trends and identify potential opportunities resulted in the establishment of key partnerships that have contributed to sustained business success. I believe that similar strategies can be employed at [Company's Name] to enhance your market presence.

One of my proudest achievements was [briefly detail a relevant achievement]. This experience honed my skills in negotiation and relationship management, which I believe are critical for the success in the Business Development role at [Company's Name]. I am adept at building relationships with clients and ensuring their needs are met, thus driving both satisfaction and loyalty.

I am particularly drawn to this position at [Company's Name] because of [specific reason related to the company or its values/projects]. I am eager to bring my expertise in [specific skills or experiences] to your team and collaborate on [mention any specific goals/projects of the company you are excited about].

I would love the opportunity to discuss how my background, skills, and enthusiasms can align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,

[Your Name]