

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 interest in the Business Development position at [Company's Name] as advertised [where you found the job posting]. With my background in [your field or relevance to the position], along with my passion for driving business growth, I am excited about the opportunity to contribute to your esteemed team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility related to business development]. This experience has equipped me with the skills necessary to identify opportunities, build strategic partnerships, and drive revenue growth. I am adept at analyzing market trends and adapting strategies to meet emerging challenges.

I am particularly drawn to [Company's Name] because of [reason related to the company's vision, products, or market position]. I admire [mention any specific project or initiative by the company] and believe my expertise in [specific skills or experiences] will add significant value to your team.

Enclosed is my resume, which provides further detail about my professional journey. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application.

Warm regards,

[Your Name]  
[Enclosure: Resume]