

[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 at [Company Name] as advertised on [Where You Found the Job Listing]. With a proven track record of success in driving sales growth and building strategic partnerships, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome or impact]. My strong analytical skills and ability to identify market opportunities have consistently enabled me to deliver results.

I am particularly impressed by [mention something specific about the company or its projects], and I am eager to bring my expertise in [specific skills or experiences relevant to the job] to [Company Name]. I am confident that my background in [mention relevant fields or experiences] aligns well with your needs.

I have attached my resume for your review and would welcome the opportunity to discuss how my skills and experiences can contribute to the continued success of [Company Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]