**Bernard Obrien**

**🖂 Street Address, New York, NY 55900 🕿 (246) 357-4680 🖂** **[Email Address]**

**Today’s date**

Mr. Joel Crawford, Human Resources Director

Company name

Address, City, State, zip  
  
**Re: Business Development Executive Position**

Dear Mr. Crawford,

I am very interested in the posting for a business development executive advertised in this week’s edition of The Merging Market, and am seeking a vibrant company that appreciates the professionalism and experience set forth on my attached resume.

I’m an energetic leader with strong networking abilities who is very familiar with the high-tech field and how it can best serve clients.   
My background in account management, negotiation, and successful decision-making match the job requirements in the job posting, and can lead to a win-win situation for the company.

During the past 17 years –

* I initiated marketing campaigns, demonstrated products via the web and in person, created presentations, and developed a wide and deep expertise of industry trends.
* I monitored all sales team operations, training them to reach and exceed sales goals, and determined ways to increase company efficiency.

My active involvement in deciding direction of sales efforts and execution of plans boosted company revenues and strengthened our share in the market.   
As I mentioned above, my networking skills enabled me to produce strong, enduring relationships with clients and key partners, advancing our firm’s standing.

I would like to share my business strategies and planning with your company for our mutual profit.

Please be in contact with me regarding the timing of an in-person interview via my cell phone 222-666-4444 or email, Email Address].

Thanking you for your time, I remain,

Sincerely yours,

**Bernard Obrien**

**Enclosure: Resume**