**Stephen Myers**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

**Today’s date**

Mr. Matthew Baker

Company name

Address, City, State, zip

Dear Matthew Baker,

Re: Job Advertisement – Business Development Manager

When I saw your job posting for a business development manager in The New York Times, I just knew – this position is designed for me.

I’m attaching my resume to this cover letter for your review - Please notice how the job requirements match my years of successful experience and education.   
My excellent record of promoting innovative products, growing businesses, and expert branding can soon add a new chapter of triggering a tremendous expansion of your company as well.

Highlights of my career include - Developing masterful strategies that captured the market, attracted new clients, and boosted rapid company growth.

The strong business relationships that I nurtured with customers, sales managers, and leaders in the industry fueled our penetration into related fields and increased revenues.

I utilized customer feedback to improve other business strategies, negotiated with new and existing clients, leading to an increase in our market share, and amplified awareness of our brand in the market.   
My leadership and ability to create alliances with other firms can convey your company to breathtaking heights.

Please, pick up the phone and call me or dash off an email with a date and time for us to meet. I’ll be there and date and time for us to meet.

I’ll be there and after three months you’ll wonder how your company managed without me.

Sincerely,

Stephen Myers