Title  
Company  
Address  
City, State Zip

Dear (Hiring Manager:

I am writing to express my interest in the {Job Title} position at {Organization’s Name}. I am certain that my skills and work experience, holding positions in large international corporations make me the ideal candidate for this position. I have enclosed my résumé to provide an overview of my achievements and qualifications for your review.

As Vice President Business Development for Meridian Global Services, I consistently sell to large market multinational accounts and successfully acquire more than 2500 accounts with 55% in Fortune 500 companies. I am accustomed to successfully juggling multiple projects and have an excellent track record of building new business, forging strong relationships with clients, developing partnerships and increasing company revenue through innovative and creative strategies. I believe the major contributor to this success is my talent as a persuasive communicator; someone who can speak to clients in terms they understand and build the case for the brand I represent.

I work equally well in team-oriented and self-directed environments and find any challenge put before me stimulating. In addition to my experience and energy, I bring to the position a solid of network of contacts and relationships with high-level clients throughout global markets that will make a valuable contribution towards your company’s goals of building an audience and growing the brand.

If you are searching for a highly energetic and articulate Business Development Executive who will generate critical client relations, market penetration strategies, with the ability to build internal and external alliances, please contact me to arrange an interview. I am eager to learn more about the challenges facing your company and discuss how I will make a difference.

Sincerely,

Your Signature

Sarah Winter