Your Name
Phone
Email

Month xx, Year

Hiring Manager Name
Hiring Manager Title
Hiring Manager Company

Dear [INSERT HIRING MANAGER NAME HERE]

I would like to express my interest in [INSERT COMPANY NAME HERE] and the position of [INSERT POSITION TITLE HERE]. As a charismatic business development professional, I am known for putting client needs first while remaining calm under pressure. Below I have outlined how my skills match your requirements for this position.  I appreciate your consideration for employment with [INSERT COMPANY NAME HERE].

Your Requirement:
[LIST JOB REQUIREMENT HERE]

My Qualification:

[LIST QUALIFCATION THAT MATCHES JOB REQUIREMENT]
Your Requirement:

 [LIST JOB REQUIREMENT HERE]
My Qualification:
[LIST QUALIFCATION THAT MATCHES JOB REQUIREMENT]
Your Requirement:
[LIST JOB REQUIREMENT HERE]
My Qualification:
 [LIST QUALIFCATION THAT MATCHES JOB REQUIREMENT]

My resume is included for your review.  Thank you for taking the time to review my credentials and experience.

Sincerely,

NAME