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