

(Name Withheld)

1234 Main Street, Anytown, USA 55555

Home: (333) 333-4444 • E-mail: myname@provider.net

Date

Name

Title

Organization

Street Address

City, State

Dear [Name]:

Your need to drive growth through the efforts of a highly effective business development professional is an excellent fit with my skills and experiences. I have a 15-year, proven track record of success in product marketing and management, and I am very interested in being considered for your **(insert job title)** position, which I recently saw advertised in the **(insert name of newspaper or publication)**.

You will find attached my resume, which summarizes my qualifications that I believe are a solid match for this position. These include:

- Successfully building a multi-million dollar product line and consumer business unit for the same company over the past nine years, increasing retail sales by more than 30% and achieving a 15% operating profit margin in 2008.
- Effectively managing every aspect of connecting products with consumers, from product development to customer support. These experiences include developing and implementing integrated marketing communication plans, managing operating budgets and P&L for a retail business, and hiring and supervising support staff.

Throughout my career, I have demonstrated strong strategic and creative thinking abilities, effective planning and organizational skills, and a high level of commitment and professionalism. I have also enjoyed excellent rapport with co-workers, vendors and customers.

I look forward to the possibility of meeting with you to discuss my qualifications and my strong interest in this position. Please do not hesitate to contact me if you have questions about my experiences and skills or if you would like more information.

Thank you for your time and consideration.

Sincerely,

(Name Withheld)