

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon consideration of your posting for a Business Consultant at \*\*\*, I felt compelled to submit my resume for your review. As an experienced business professional and a consultant with comprehensive experience in assisting companies looking to enhance their operations, I believe that my services can contribute to the success of the firm's objectives.

I can learn the company policies in a short time frame and discuss requirements with relevant clients. I can also perform an initial analysis of business practices in a short period. Furthermore, my skills lie in my ability to communicate and connect well with clients and vendors and make a productive impact and create business plans that will bring a positive impact to your organization.

Consider the following highlights of my qualifications:

* Two years previous experience in \*\*\*\* as a Business Consultant.
* Possess strong commercial awareness and business knowledge.
* Understanding of various business sectors, like sales, marketing, management, information technology, and human resources.
* Strong communication and excellent interpersonal skills
* Basic acumen in technical aspects, like business management software and applications.
* Been lauded for my analytical thinking skills.
* Always had a problem-solving approach with creativity and innovation.
* Have strong observation skills.
* Have helped my previous employers in recruiting new finds for the organization.
* Trained and tutored several interns and assisted them in getting acclimated to their new job.

I am confident that if positioned I would greatly exceed your expectations, and substantially benefit the organization. I look forward to discussing the position and my qualifications in further detail.

Thank you for your time, and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Business Consultant**