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| **robert smith**  **Business Development Representative** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

Working as a passionate sales representative at COMPANY ABC for two years, I learned about the vacancy of your organization's Business Development Representative. I am positive that my work experience and academic background align well with the requirements you're seeking.

I am eagerly looking for a career-changing opportunity to progress my sales career. I have an energetic personality and a result-oriented attitude to take up the challenges accompanying the job role.

Currently, I am responsible for driving sales growth by converting prospects into customers through emails, cold calls, and multiple social mediums. My other responsibilities in the current organization are:

* Maintaining the annual business sales report.
* Identify potential clients.
* Design marketing campaigns to qualify leads.
* Increase annual business ROI.

Your organization is an industry leader and trendsetter in the market, aiming to build brand awareness for the masses. I am confident to make a valuable contribution to bring long-term growth and improve profitability.

Thanks for your consideration. Please go through my enclosed resume to know more about my educational qualifications, industry-specific skillset, and work experiences. I am hoping to connect with you and put forward my interest in the role.

Sincerely,

[Your Name]