**Robert Smith**

***Contact details***

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**Economic Development Officer**

[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 reviewing your job description, I discovered that you are looking for someone dynamic, confident, and revenue-driven professional to join your team as your next Economic Development Officer. As a highly-experienced Economic Development Officer with more than 10 years of experience in conducting market research, and preparing feasibility studies, I am well-versed in the use of different economic development tools and resources. Hence, I invite you to consider this letter and my attached resume which details my experience and credentials for the Economic Development Officer Position.

I have a Master’s degree in Economics and have immense experience in the field of economic development. These credentials along with my relatable skills and experience will prove to be a useful contribution to your company’s mission and goals. Summary of my qualifications include –

* Excellence in optimizing economic development methodologies, and managing multiple projects by leveraging expertise and insight to implement strategic business solutions
* Prospecting and acquiring new clients for \*\*\* during \*\*\* with annual revenue of \*\*\*\* through effective contact networks, referrals, and internal leads
* Three years of success in economic development growth and management for \*\*\*\* companies, and constantly achieving corporate growth objectives through the development of innovative marketing strategies
* Proficiency and expertise in providing high-impact presentations, training new staff, and ensuring optimal performance

My great success in identifying, evaluating, and motivating foreign investors to invest in \*\*\* regions, along with my steadfast commitment to meet and exceed your goals will allow me to greatly benefit your company as I take up to be your next Economic Development Officer. You can refer to my enclosed resume to gauge my skills in further detail. I look forward to meeting you soon in person. Thank you in advance for your consideration.

Sincerely,

[Your Name]



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