

**John Smith**  
Chicago, IL 60611

January 23, 2019

Hiring Manager  
TechSavy Inc.  
132 LaSalle Street  
Chicago, IL 60611

Dear Hiring Manager:

As a highly skilled Business Development Manager, I read your posting for a new Business Development Manager with interest. My experience aligns well with the qualifications you are seeking at TechSavy Inc. in particular my role as a Business Development Manager with Airtech Solutions and I am certain I would make a valuable addition to your organization.

With more than eight years' experience as a Business Development Manager, I am adept in user requirements gathering market research and forecasting. Moreover, while my on-the-job experience has afforded me a well-rounded skill set including first-rate strategic planning and project management abilities excel at:

- Developing client proposals and presenting at stakeholder meetings.
- Coordinating with other departments to best align company goals and strategies.
- Working with product development teams to implement customer feedback.
- Motivating team members and junior staff to exceptional performance.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for technology and business. I am extremely enthusiastic about TechSavy's focus on working with leading IT firms and would welcome the opportunity to contribute to your business development goals.

Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

Sincerely,

John Smith