*Sample Cover Letter*

Name

555.555.5555

Email 🞞 LinkedIn

Date

Mr. or Ms. Hiring Manager

Company

Street Address

City, ST zip

Dear Mr. or Ms. Hiring Manager:

My former classmate and Owen alum, Bill Johnson, suggested that I reach out to you to express my interest in the position of Director of Business Development with your company. Your company’s approach to deliver xxxxxxxx and yyyyyy provides an invaluable tool to healthcare organizations. This is why I am very interested in this position with your company.

I have more than 14 years experience in business development, sales teams management, and the development of new strategies and product offerings. Throughout my career, I have been successful in acquiring new accounts as well as maintaining and growing existing relationships. The majority of this time was spent with an extremely fast growing organization requiring the ability to adapt to and thrive in complex and changing market places.

In addition, I earned my Executive MBA degree from Vanderbilt’s Owen Graduate School of Management. My attached resume contains additional details on my background and accomplishments.

I look forward to discussing how my competencies and experiences can contribute to your success. I can be reached at 555.555.5555 or at name@gmail.com.

Thank you for your consideration.

Sincerely,

Name