

**[Your Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title, e.g., Chief Executive Officer]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name/Search Committee],

**Re: Vice President of Global Business Development**

[Introductory Paragraph: State your interest in the position and provide a high-level summary of your years of experience in international market expansion and revenue growth.]

[Second Paragraph: Detail your expertise in identifying emerging global markets, establishing strategic partnerships, and managing cross-functional international teams. Mention specific metrics such as percentage of revenue growth or successful market entries.]

[Third Paragraph: Highlight your leadership philosophy and your ability to align global business development strategies with the company's long-term corporate objectives. Mention your experience navigating complex regulatory environments and cultural nuances.]

[Fourth Paragraph: Explain why you are specifically interested in this company and how your background in [Industry Name] will help scale their global footprint.]

[Closing Paragraph: Reiterate your enthusiasm and express a desire for an interview to discuss how your global strategy can benefit the organization.]

Sincerely,

[Signature (if sending by mail)]  
[Your Printed Name]