

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

[Hiring Manager Name]
[Title]
[Agency Name]
[Agency Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Business Development Manager position at [Agency Name]. With a proven track record in driving revenue growth and securing high-value accounts within the marketing sector, I am confident in my ability to expand [Agency Name]'s market presence and client portfolio.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., identifying new vertical markets or managing the full sales cycle]. During my tenure, I achieved [Specific Achievement, e.g., a 25% increase in annual recurring revenue] and successfully onboarded key clients including [Example Client or Industry]. My approach combines strategic prospecting with a deep understanding of [Specific Marketing Service, e.g., SEO, PPC, or Brand Strategy] to provide tailored solutions that meet complex client needs.

I have long admired [Agency Name]'s work, particularly the [Specific Campaign or Project], and I am eager to bring my expertise in [Skill, e.g., lead generation, CRM management, or pitch deck creation] to your business development team. I am particularly skilled at building long-term relationships with C-level executives and cross-functional stakeholders to ensure sustained agency growth.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic growth aligns with the goals of [Agency Name].

Sincerely,

[Your Signature]
[Your Printed Name]