

Keith Jones
28w740 Warrenville Rd
Warrenville, IL, 60555

Dear General Manager:

As a skilled Business Development Professional with an outstanding background in construction and engineering, I am seeking to align myself with a strong established company poised for strong growth and market expansion. With extensive experience working with talented sales teams, meeting aggressive revenue targets and delivering first class solutions, I am confident that I can help your company meet the challenges that you now face.

I am seeking a professional opportunity to leverage my exceptional sales record and account management skills to benefit your company as well as your clients. With both practical experience and demonstrated success, I have the drive and talent to help your company succeed. With this goal in mind I have attached a resume outlining my qualifications. Some of my key strengths are:

Skilled communicator with the flexibility and experience required to adjust to rapid changing schedules, shifting priorities and high pressure settings.

Extensive experience providing high level of support to large scale business clients. Building critical business relationships and addressing the long and short term needs of the client.

A strong closer; excellent cold-canvassing and market development skills.

A Professional demeanor

Establishing & Building strong long term relationships

A strong network of contacts

Enthusiasm and high energy

Given my Business Development accomplishments and invaluable expertise, I would like the opportunity to discuss the value I can bring to your organization. I appreciate your consideration and look forward to meeting with you.

Sincerely,

Keith Jones