

Jane Smith
123 Street Road
City, State 98765
(555) 3452-9876

September 21, 2009

John Doe
Hiring Manager
XYZ Business
987 Centre Avenue
City, State 98765

Dear Mr. Doe:

I recently discovered your advertisement for a business manager in the City newspaper and am very interested in the job. With five years' experience working as a business manager, I feel that I would be a good fit for your company and could help achieve the company goals of teamwork and customer satisfaction.

As a business manager, I've learned how to increase employee productivity. Using this skill, I could streamline teamwork at XYZ Company by restructuring employee interactions and ensuring that the team works as a cohesive unit. With productivity up, I can also increase company revenue. In my previous job, I was able to increase profits by 5% via these methods and would aim for an even greater increase at XYZ Company. Also, by optimizing teamwork and productivity, I can also optimize customer service. This should increase the number of repeat buyers and build a customer base that trusts and recommends us to their friends and family. Together, these skills can lead to an overall increase in sales and customer satisfaction that XYZ will benefit from greatly.

I'd like to thank you for taking the time to look over my qualifications. I will be following up with you in a few days in regards to my application. I would be excited to discuss my qualifications with you further if you feel, as I do, that I would be a good fit with your team.

Sincerely,

Jane Smith

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