

# Darnell Darnoldson

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456 My Street, San Diego, CA 76543

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Arnold Abbyson  
BBB Corporate Services  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Abbyson,

Over the course of eight years at my current company, I have been humbled by the chance to work with several Fortune 500 clients and thrilled that I found success while doing so. My hope is that I can continue down that path of achievement at BBB Corporate Services.

I have long been impressed at both your organization's reputation and the clients with which it works. Past successes like the below are examples of what I can bring to the table for those clients and your organization:

- Acted as lead negotiator on numerous multimillion-dollar deals
- Trained three up-and-coming account managers, who have all received promotions of their own
- Increased business volume from my current company's top-tier clients by 200% over three years

I'd truly appreciate the opportunity for an interview with you, which would give us a chance to discuss how I can boost BBB Corporate Services' capabilities in more detail. At your convenience, please let me know if there is a window in the near future that works for your schedule.

Kind regards,

Darnell Darnoldson, MBA