

Business Coordinator Cover Letter

To,

Mr. George Walton
Business Department head
Aspen Group Limited
3011 E 51st St,
Kansas City, MO 64112

Subject: Cover letter for the position of business coordinator

Respected Mr. George,

It gives me immense pleasure to know that your organization is looking for candidates in the position of business coordinator. I am eager to make a career in the particular position and keen to join your organization, so would like to apply for the same.

I have been working since last five years as a business coordinator. I am currently employed with Nash Group of Companies where my job responsibilities are prospecting and securing contracts with new business partners and managing as well as strengthening relationships with existing business partners. I also have to perform evaluation of business sites and ensure that there is proper flow of information between various departments of the organization. I possess excellent oral as well written communication skills which are the necessities for the particular job position. I also possess good planning and organizational skills.

I am enclosing my resume that will give detailed information about my work history. I would be looking forward to a positive reply from your end.

Sincerely
Andrew Gary