

## **Business Executive Cover Letter**

To,

**Mr. George Walton**  
**Human Resource Manager**  
**R & R Enterprises**  
3011 E 51st St,  
Kansas City, MO 64112

August 08, 2022

**Subject: Application for the position of a business executive**

Respected Mr. George,

I am writing you to express my interest in the position of business executive as advertised on **Monster.com** I have the required qualifications, experience that you are looking for.

I have a degree in Business Management from WLCI Business School. I have more than 10 years of experience. I have a strong communication and management skill and possess good leadership qualities. I have in my previous jobs successfully worked with teams of managers, executives and team leaders. I am now looking for an opportunity to serve a well reputed and esteemed organization like. Kindly, provide me with the opportunity to do so.

I believe that my qualifications would be of great value to your company. I am herewith enclosing my resume along with my application. It would provide you with further details on my accomplishments and experiences. I would appreciate the opportunity to meet with you in person for an interview. I am looking forward to a positive response. Please let me know if any other information is needed.

Sincerely

**Andrew Gary**

Your Signature