



FAX/EMAIL TRANSMITTAL

To:

From: (Name)

Re: Business Development – Marketing and Sales Position

Date:

We are happy to share with you that our firm is growing and would like to ask for your help!

We have begun the selection process for a bright energetic person in the area of business development. This position would be primarily responsible for expanding our presence in the (X area) and assisting our (company type) professionals with new business opportunities.

This is a developing position so a (company type) background is not important. The desire to grow in a fast paced environment is important, as is a varied work history. A college degree is desirable.

Salary and benefits commensurate with experience and potential.

Please feel free to call or fax, if you have any questions, ideas or candidates.

Thank you for your continued support for (Company Name).