

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific management position] at [Company Name] as advertised on [where you found the job listing].

With [number] years of experience in [relevant field/industry] and a proven track record of [specific achievements or responsibilities related to management], I believe I would be a valuable asset to your team.

At [Your Previous Company/Organization], I successfully [describe a relevant task, project, or responsibility that showcases your management skills]. This experience honed my abilities in [mention specific skills such as team leadership, strategic planning, or project management], allowing me to [describe a positive outcome or success].

I am particularly drawn to this opportunity at [Company Name] because of [mention what attracts you to the company or the role, such as its reputation, values, or specific projects]. I am eager to bring my expertise in [your area of expertise] to contribute to [mention specific company goals or initiatives].

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. I look forward to the possibility of contributing to your team's success.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]