

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 General Manager position at [Company Name] as advertised on [Where You Found the Job Posting]. With [number] years of progressive experience in [related industry/field], I am confident in my ability to lead your team to [specific goal related to the company's vision or values].

In my previous role at [Previous Company Name], I successfully [describe a key achievement or responsibility], which resulted in [quantifiable result or positive outcome]. My background in [specific skill or area of expertise] enables me to [describe how you will apply this skill to the job you're applying for].

I admire [specific quality about the company or its products/services], and I am excited about the opportunity to contribute to [Company Name]'s continued growth and success. I am particularly interested in [mention any relevant project or initiative of the company] and believe that my experience in [specific area] will help enhance these efforts.

I would be thrilled to discuss how my background, skills, and enthusiasms align with the strategic objectives of [Company Name]. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]