

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the General Manager position at [Company's Name] as advertised [where you found the job listing]. With [number] years of experience in management, [specific skills or industry experience], and a proven track record of [specific achievements], I believe I am a strong candidate for this role.

In my previous position at [Previous Company Name], I successfully [describe a relevant accomplishment or responsibility] which resulted in [quantifiable outcome or impact]. My leadership philosophy centers around [mention key leadership qualities or strategies] which I believe aligns well with the values at [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its goals]. I am excited about the possibility of bringing my [specific skills or experiences relevant to the job] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the continued success and growth of [Company's Name].

Warmest regards,

[Your Name]