

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the General Manager position at [Company Name], as advertised [where you found the job listing]. With [number] years of experience in [industry/field], I have successfully led teams and driven operational efficiency, resulting in [specific achievement or result].

In my previous role at [Previous Company Name], I [specific responsibility or achievement], which led to [result or outcome]. My hands-on approach and strong leadership skills enable me to develop effective strategies that align with company goals while fostering a collaborative work environment.

I am excited about the opportunity to contribute to [Company Name] and am confident in my ability to drive continued success. I look forward to discussing how my background, skills, and enthusiasms fit with the needs of your team.

Thank you for considering my application.

Sincerely,

[Your Name]