

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

Dear [Recipient Name],

****Opening Hook:****

Begin with a compelling statement or a relevant quote that sets the tone for your letter.

****Introduction:****

Introduce yourself and mention the position you are applying for. Briefly explain how you found out about the job opening.

****Body Paragraph 1: Professional Background****

Outline your relevant work experience, highlighting key accomplishments and responsibilities that align with the General Manager role.

****Body Paragraph 2: Skills and Qualifications****

Discuss specific skills and qualifications that make you a strong candidate, incorporating examples of how you've successfully used these in past roles.

****Body Paragraph 3: Vision and Value Proposition****

Share your vision for the role and how you can add value to the company. Highlight your understanding of the company's goals and how you can contribute.

****Closing Paragraph:****

Reiterate your enthusiasm for the position and your desire for an interview. Invite the reader to review your attached resume for further details.

Sincerely,
[Your Name]