

[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]