

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 posting]. With [number] years of extensive experience in [industry], I have developed a robust skill set that aligns perfectly with the requirements outlined in your job description.

In my most recent role as [Your Current/Most Recent Position] at [Current/Most Recent Company], I successfully [mention a relevant achievement or responsibility that indicates your capability for this role]. This experience has equipped me with the ability to [specific skills or qualifications relevant to GM role], contributing to [a positive outcome for your team or organization].

I am particularly drawn to this opportunity at [Company Name] because [briefly state why the company or its mission aligns with your values or career goals]. I admire [mention any specific project, value, or achievement of the company], and I am excited about the possibility of bringing my expertise in [mention relevant skills] to your team.

Throughout my career, I have demonstrated strong leadership by [provide an example of your leadership experience], resulting in [specific, quantifiable results such as improved productivity, increased sales, etc.]. As a strategic thinker with a passion for [relevant industry or aspect of the business], I excel in driving operational excellence and fostering a customer-centric culture.

I am enthusiastic about the opportunity to contribute to [Company Name] and am confident that my experience in [specific skills or industries] will allow me to make a positive impact. I would welcome the chance to discuss how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to speak with you to discuss my candidacy further. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]