

[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 on [where you found the job listing]. With over [number] years of experience in [industry/field] and a proven track record in leadership, strategic planning, and operational efficiency, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant experience or achievement, e.g., led a team to improve sales by X% within Y months, implemented a new operational strategy that reduced costs by X%]. My ability to [mention a key skill relevant to the job, e.g., foster team collaboration, drive operational excellence] was instrumental in achieving [describe a specific outcome related to the company's goals].

I am particularly drawn to this role at [Company's Name] because of [mention something specific about the company or its values that resonates with you]. I share your commitment to [insert relevant company goals or values] and am eager to lead initiatives that further enhance [Company's Name]'s mission and objectives.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Warm regards,

[Your Name]