

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the General Manager position at [Company's Name] as advertised [where you found the job posting]. With over [X years] of experience in leadership roles across [industry], I have a proven track record of driving organizational success, fostering team development, and achieving operational excellence.

In my previous role as [Your Most Recent Job Title] at [Your Most Recent Company], I successfully [describe a specific achievement or initiative that aligns with the job description, such as increasing revenue, improving efficiency, or enhancing customer satisfaction]. This experience has equipped me with the strategic vision and tactical acumen needed to lead [Company's Name] towards its goals.

One of my key strengths is my ability to cultivate a cohesive team culture that focuses on collaboration and accountability. By implementing [specific programs or initiatives], I was able to [describe positive outcomes, such as reduced turnover, increased employee engagement, etc.]. I believe this aligns closely with [Company's Name]'s commitment to [mention any relevant company values or initiatives].

Moreover, my expertise in [mention specific skills or technologies relevant to the job] has enabled me to [describe a success story or significant project that showcases your skills]. I am excited about the opportunity to bring this expertise to [Company's Name] and contribute to its mission of [mention the company's mission or goals].

I am particularly drawn to this position because [provide a reason related to the company culture, values, or vision]. I admire [specific aspect of the company] and see a great alignment with my professional values and aspirations.

Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to the success of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Warmest regards,
[Your Name]