

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient'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 a robust background in [your industry/field], coupled with my extensive experience in leadership roles, I am excited about the opportunity to contribute to the continued success and growth of your organization.

In my previous position as [Your Previous Job Title] at [Your Previous Company], I successfully [specific achievement or responsibility related to General Manager role]. This experience honed my skills in [specific skill related to management, such as strategic planning, operational oversight, team leadership, etc.], making me well-suited to drive the success of [Company's Name].

I am particularly drawn to this role at [Company's Name] due to [specific reason related to the company or its mission]. I believe that my proactive approach and commitment to excellence will align well with your company's goals.

I am eager to bring my expertise in [mention specific skills or experiences that relate to the job] to your team. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of [Company's Name].

Thank you for considering my application. I am looking forward to the possibility of discussing my application in further detail.

Sincerely,
[Your Name]