

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

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

Dear [Recipient's 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 my extensive experience in [briefly state relevant experience] and proven track record of [mention key achievements or skills], I am confident that I would be a valuable asset to your team.

At [Your Current/Previous Company], I successfully [describe a relevant achievement or responsibility], which resulted in [quantifiable outcome or improvement]. My strong leadership skills, combined with my ability to [mention a specific skill related to the job], position me to effectively drive [Company Name] towards its strategic goals.

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or its values that resonates with you]. I am eager to contribute my skills in [list relevant skills] to help propel the company to new heights.

I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of working together to achieve [mention a goal related to the company].

Sincerely,  
[Your Name]