

[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 interest in the General Manager position at [Company's Name] as advertised [where you found the job listing]. With over [X years] of progressive experience in management, coupled with my proven track record in driving operational excellence and leading high-performing teams, I believe I am a strong candidate for this role.

In my most recent position as [Your Most Recent Job Title] at [Your Most Recent Company Name], I successfully [describe a key achievement or responsibility that aligns with the GM role]. This experience honed my skills in [relevant skills or areas] and equipped me to create strategies that enhance performance and achieve business objectives.

I am particularly drawn to this opportunity at [Company's Name] because of [specific reason related to the company or values]. I admire [mention something notable about the company or its mission], and I am excited about the potential to contribute to [specific goal or project relevant to the GM position].

Throughout my career, I have consistently demonstrated [key qualities or skills that are relevant to the GM role], which I believe are essential for success in a General Manager position. By fostering a culture of collaboration and innovation, I have been able to [quantifiable result or impact of your leadership].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team at [Company's Name]. Thank you for considering my application. I hope to speak with you soon.

Warm regards,  
[Your Name]