

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[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 [your industry/sector], I have developed a robust skill set that aligns well with the requirements of this role.

In my previous position at [Your Previous Company], I successfully [briefly describe a relevant achievement or responsibility], which resulted in [impact of your achievement]. This experience honed my abilities in [specific skills related to the GM position], and I am eager to bring that expertise to [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [mention something specific about the company or its values that resonates with you]. I believe my background in [mention relevant experience or skills] would enable me to contribute significantly to your team's goals in [specific way].

I am excited about the possibility of joining [Company's Name], and I look forward to the opportunity to discuss how my experience and skills align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]