

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Supervisor position at [Company Name] as advertised [where you found the job listing]. With my background in [your field/industry] and proven leadership skills, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant responsibility or achievement]. This experience has equipped me with [specific skills or attributes relevant to the supervisor position].

I am particularly drawn to this position because [reason specific to the company or role]. I believe my skills and passion for [industry or role-related motivation] align closely with the goals of [Company Name].

I have attached my resume for your review and would welcome the opportunity to discuss how my background and skills can contribute to your team. Thank you for considering my application.

Sincerely,
[Your Name]