

[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 on [where you found the job listing]. With [number] years of experience in [relevant field/industry], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility]. My strong leadership skills, combined with my ability to [mention a key skill or quality], make me a suitable candidate for this position.

I am excited about the opportunity to support [Company Name]'s goals and enhance team performance. I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]