

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

Dear [Recipient's Name],

I am writing to express my interest in the Supervisor position at [Company's Name] as advertised [where you found the job posting]. With my extensive experience in [your field/industry] and proven leadership skills, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome if possible]. My experience in [specific skills or areas relevant to the supervisor role] has equipped me with the ability to [mention how these skills apply to the new role].

I am particularly drawn to this position at [Company's Name] because [briefly explain why you are interested in this company/role]. I admire [something about the company or its culture], and I believe my skills align well with the company's goals.

I am excited about the opportunity to bring my unique talents to the Supervisor role and contribute to the continued success of [Company's Name]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]