

[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 Supervisor position at [Company's Name] as advertised [where you found the job posting]. With [number] years of experience in [your field/industry] and a proven track record of [specific achievements or skills relevant to the job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility]. This experience has honed my abilities in [specific skills related to supervising], allowing me to lead teams effectively and drive projects to completion.

I am particularly drawn to this position at [Company's Name] because [mention specific reasons related to the company or its goals]. I believe my skills in [mention relevant skills] would be an asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a discussion.

Sincerely,
[Your Name]