

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Supervisor position at [Company's Name] as advertised [where you found the job listing]. With [number] years of experience in [your field/industry], 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 that demonstrates your skills]. My skills in [specific skills relevant to the job] make me a strong candidate for this position.

I am particularly drawn to [Company's Name] because [mention a reason related to the company or its values/mission]. I am eager to bring my skills in [list skills relevant to the job] to your team and help [mention how you can contribute to the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the needs of your team.

Sincerely,
[Your Name]