

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

Dear [Recipient 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 [your field/industry], I believe I am well-equipped to contribute to your team and help achieve [Company Name]'s goals.

In my recent role at [Your Current/Previous Company], I successfully [mention a specific achievement or responsibility relevant to the supervisor position]. This experience has honed my skills in [mention relevant skills], which I look forward to bringing to [Company Name]. I am impressed by [mention something notable about the company or its services] and am eager to bring my expertise in [your area of specialization] to enhance your team. I am particularly drawn to this role because [explain why you are interested in the position].

Thank you for considering my application. I hope to discuss my candidacy further in an interview. I am available at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]