

[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 Supervisory position at [Company Name] as advertised on [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 [describe a relevant achievement or responsibility]. This experience has equipped me with the skills essential for effective supervision and leadership, including [mention relevant skills].

I am particularly drawn to this position at [Company Name] because [explain why you are interested in the company and position]. I believe my background in [specific area related to the job] aligns well with your needs.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss how my experience and vision can contribute to [Company Name]. Thank you for considering my application. I look forward to the possibility of an interview.

Sincerely,

[Your Name]

[Attachment: Resume]