

[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 [mention where you found the job listing]. With my experience in [your relevant experience or skills], I am confident in my ability to contribute to your team effectively.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which has equipped me with the skills necessary to excel in this position. I am particularly impressed by [something specific about the company or its projects], and I am eager to bring my [specific skills or qualities] to [Company's Name].

I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,  
[Your Name]