

[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 [where you found the job posting]. With my background in [your field/industry] and proven leadership abilities, I am confident in my capacity to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention key responsibilities or accomplishments relevant to the supervisor role]. My experiences have equipped me with a solid foundation in [specific skills related to the job], which I believe will be beneficial in supervising a team effectively.

I am particularly drawn to this position because [mention what attracts you to the company or role]. I admire [specific aspect of the company or its values], and I am eager to bring my expertise in [specific skills] to help achieve [company's goals/vision].

I look 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 contribute to the success of [Company Name] as a Supervisor.

Sincerely,  
[Your Name]