

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the supervisory role at [Company Name] as advertised on [where you found the job posting]. With my background in [relevant experience or field] and proven leadership skills, I believe I am a strong candidate for this position.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility]. This experience honed my abilities in [mention relevant skills such as team management, project oversight, etc.] and prepared me for the challenges of a supervisory position.

I am particularly drawn to this role at [Company Name] because [mention something specific about the company or team]. I am excited about the opportunity to contribute to [company goals or projects] and to lead a team towards achieving excellence.

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

Sincerely,

[Your Name]