

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Supervisor role at [Company's Name] as advertised [where you found the job listing]. With a strong background in [your industry/field] and proven leadership skills, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that showcases your leadership skills]. This experience has honed my ability to [mention key skills related to the supervisor position, such as team management, conflict resolution, etc.].

I am particularly drawn to this position at [Company's Name] because [mention what attracts you to the company or the role, aligning it with your career goals or values].

I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]