

[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 position at [Company's Name] as advertised [where you found the job listing]. With [number] years of experience in [industry/field] and a proven track record of success in leadership roles, I am excited about the opportunity to contribute to your team.

In my previous role as [Your Job Title] at [Your Previous Company], I was responsible for [specific responsibilities or achievements]. Through this experience, I honed my skills in [specific skills relevant to the job], and I successfully [describe a successful project or achievement].

I am particularly drawn to this position at [Company's Name] because [reason you are interested in the company or role]. I am confident that my [skills or experiences relevant to the job] will allow me to make a valuable contribution to your team.

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

Sincerely,  
[Your Name]