

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Managerial position at [Company Name], as advertised on [where you found the job posting]. With over [number] years of progressive experience in leadership and project management roles, I am confident in my ability to contribute effectively to your organization.

In my previous position as [Your Last Job Title] at [Your Previous Company Name], I successfully led a team of [number] professionals in achieving several key business objectives. My responsibilities included overseeing day-to-day operations, managing cross-functional teams, and implementing strategies that increased productivity by [specific achievement or percentage]. My strengths include conflict resolution, mentoring staff, and aligning team performance with organizational goals.

I am particularly drawn to [Company Name] because of your reputation for [mention any positive attribute or project about the company]. I am eager to bring my skills in leadership, project management, and team building to your dynamic environment.

Enclosed is my resume for your review. I would welcome the opportunity to discuss how my experience and vision can contribute to the continued success of [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]