**Steve Carell  
Department Supervisor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Department Supervisor at [Company Name].

I believe my combination of experience, education and enthusiasm make me an ideal candidate for the job. I am currently a Department Supervisor at [Company Name], where I have been for the past [number] years. During this time, I have gained experience in every aspect of departmental operations, from managing staff to overseeing projects and developing strategies for improvement.

My education includes a Bachelor’s degree in [subject], and I also have a Master’s degree in [subject], which I earned while working full- time. I have developed a keen eye for detail, as well as excellent organizational and problem- solving skills.

I am a natural leader with the ability to motivate and inspire my team to consistently achieve their goals. I have a track record of success in managing teams and driving operational efficiencies and cost savings. I am also an excellent communicator, with an ability to build strong and productive relationships.

I am confident that I have the skills and experience necessary to be a successful Department Supervisor. I look forward to discussing my qualifications further in an interview.

Thank you for your consideration.

Sincerely,

**Your Name**

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