

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the address of the company]

Dear Sir/Ma'am,

Recently, I saw your advertisement regarding the job vacancy for a site supervisor posted by your company. I believe that this job is suitable for me as my skills and knowledge are suited to the job description and requirements.

Firstly, I want you to know about my qualifications. I completed my schooling from [Mention the name of the institution] in the year of [Mention the year]. After that I took [Mention the course] and completed my higher studies in this. For several years I worked on my skills by attending many internship programs and working as an intern at different companies.

I worked at [Mention the name of the company] for [Mention the duration] to gain work experience in this field where I learned about the work of a site supervisor, which includes inspection of construction sites, supervising and instructing the construction teams, teaching site workers about the safety measures and many more which is now well known to me.

I can do all the responsibilities and duties perfectly and selecting me as a site supervisor for your company will not make you regret your decision. With my hard work, skills and experience I believe that you will be impressed by my work if I get selected for this job in your esteemed company.

Hope to hear from you very soon regarding the acceptance of me as a site supervisor. My work will definitely add value to your company. You can contact me at your own convenience through my contact details Mentioned below. Thank you so much for your time and consideration.

With regards, [Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]