[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the appropriate address of the company with all details]

Dear [Mr. /Mrs. /Ms.] [Name of the manager]

In contrast to the notice number [mention the notice ID], released on the [mention the date] by the [mention the name of the company] for the publication of the job vacancy for the post of site supervisor.

I am very excited to apply for the position of site supervisor in a great company like [mention the company's name].

Through this application cover letter, I would like to let you all know that I have attached the curriculum vitae and other relevant documents to support my talent and knowledge for the position.

My educational qualification starts from my high schooling at the [mention the name of the high school], and after that, I did my graduation from the [mention the name of the university] with a major in the [mention the name of the subject].

As you can see in my curriculum vitae, I have been the [mention the position] in my batch and took internships from the [mention the name of the company/ companies].

Apart from the qualifications as mentioned above, I have done an internship from the [mention the name of the company] for [mention the period or term].

I have prior experience in supervising and have done jobs regarding the same. I have attached the specimen copies of my awards and recognition for your reference.

With over [mention the time period] years of experience in the same industry, I have been able to gain a lot of knowledge and skills, which helps in the toughest situation.

Working with [mention the names of some of the big companies you have worked for, if any], I learned in-depth industry procedures like upholding leadership quality, teamwork, etc.

I look forward to the [mention the company's name] kindly arranging an interview session with me to discuss every job requirement.

As I am already aware that along with this application cover letter, your company is going to receive many such applications over time.

But, the specialty which makes my application letter stand out to be unique is that I am applying in the hope that my strength and ideas may contribute to the success and well-being of the [mention the name of the company].

With regards,

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]