

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Bai Qi ,

[Hiring Manager's Name] Yang  
konoDu haGui She no[Zhi Zhong Ming ]niYing Mu suruJi Hui waitadaki, Xin  
yoriGan Xie Shen shiShang gemasu. Si nosukirutoJing Yan gaGui She niGong  
Xian dekirutoXin ziteorimasu.

[Brief introduction about your background and relevant experience.]

Si no[Te Ding nosukiruyaJing Yan ]ha, Gui She no[Ju Ti De  
napuroziekutoyaMu Biao ]niFei Chang niYi Li tsutoKao eteorimasu. Ju Ti De  
niha, [Ju Ti De naCheng Guo yaShi Ji ]woTong zite[donoyouniGong Xian  
dekiruka]noJing Yan gaarimasu.

Gui She denoZhi Wu woTong zitesaranaruCheng Chang woSui ge, Gong Xian  
dekirukotowoLe shiminishiteorimasu. oMang shiitokoroKong reRu rimasuga,  
Mian Jie noJi Hui waitadakerebaXing idesu.

He Zu yoroshikuoYuan iShen shiShang gemasu.

Jing Ju

[Your Name]