

[Your Name]
[Your Address]
[City, Prefecture, Postal Code]
[Your Email]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, Prefecture, Postal Code]

Bai Qi ,

[Employer's Name]Yang

konotabiha, Gui She no[Job Title]noMu Ji niYing Mu saseteitadakimashita.

[Your Name]toShen shimasu. Gui She no[Company's Strength/Value]niShen
kuGan Ming woShou ke, zehiGong Xian shitaitoKao eteorimasu.

[Relevant Experience or Education]noJing Yan woTong zite, [Skill or
Quality]woShen nitsukemashita. koreniyori, Gui She no[Specific Goal or

Project]niDui shiteGao iJia Zhi woTi Gong dekirutoZi Fu shiteorimasu.

oMang shiiZhong , oShi Jian waitadakiGan Xie Shen shiShang gemasu. Mian

Jie noJi Hui waitadakereba, saraniXiang shikuoHua shisaseteitadakitaitoSi
imasu. He Zu yoroshikuoYuan iitashimasu.

Jing Ju

[Your Name]

[Your Signature (if sending a hard copy)]