

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at [Company/Organization Name] in Qingdao. With my background in [Your Field/Area of Expertise] and a strong passion for [related interest], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company/Organization], I [describe relevant experience or achievements]. This experience has equipped me with the skills necessary to excel in [specific tasks or responsibilities related to the position].

I am particularly drawn to [Company/Organization Name] because [mention specific reasons related to the company's mission, values, or projects]. I believe that my skills in [mention relevant skills or experiences] would align well with your team and help achieve [specific goals or objectives].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name] in more detail.

Sincerely,  
[Your Name]