

[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]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting] for WPS Office. With my background in [Your Field/Industry] and my proficiency in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience honed my abilities in [Specific Skills Related to the Job], making me well-suited for the challenges of this position.

I am particularly drawn to this opportunity at WPS Office due to [Mention Something Specific About the Company or Team]. I admire [Company's Values/Projects/Innovation], and I am eager to bring my skills in [Your Skills] to further enhance your team's success.

I have attached my resume for your review, and I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of WPS Office. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Warm regards,

[Your Name]
[Attachment: Resume]