

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific position or opportunity] at [Company/Organization's Name] in Wuhan. With my background in [your field or expertise] and my passion for [related interest], I believe I would be a valuable addition to your team. I graduated from [Your University] with a degree in [Your Degree] and have [number] years of experience in [related experience or field]. During my time at [Previous Job or Internship], I [describe relevant responsibilities or achievements].

I am particularly drawn to this opportunity because [reason specific to the organization or position]. I admire [Company/Organization's Name] for [specific aspect of the company/organization], and I am excited about the chance to contribute to [specific goals or projects].

Enclosed is my resume for your review. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]