

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Xuan [Last Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Xuan,

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised [where you found the job listing]. With my background in [Your Field/Industry] and a strong set of skills in [Key Skills Relevant to the Job], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Describe a Relevant Achievement or Responsibility]. This experience has equipped me with the ability to [Mention Skills Related to the Job], which I believe would be invaluable in the [Job Title] position.

I am particularly drawn to this role at [Company Name] because [Explain Why You Want to Work at This Company/What Appeals to You About the Role]. I admire [Company Name]'s commitment to [Mention Any Relevant Company Value or Project], and I am eager to bring my expertise in [Your Key Skill] to help further your goals.

Attached is my resume for your review. I hope to discuss how my background, skills, and enthusiasms can benefit your team. Thank you for considering my application. I look forward to the opportunity to speak with you.

Warm regards,

[Your Name]

[LinkedIn Profile or Other Relevant Link, Optional]