

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

Dear [Recipient's Name],

I am writing to express my interest in the [Job Title] position at ZDF, as advertised [where you found the job listing]. With my background in [your field/industry] and my passion for [specific interests related to ZDF], I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Company], I successfully [mention relevant experience or achievement]. This experience has equipped me with the skills necessary to excel in the [Job Title] position. I am particularly drawn to ZDF due to [mention specific reasons related to the company's vision, projects, or culture].

I am eager to bring my expertise in [specific skills or areas of knowledge] to ZDF and contribute to [mention relevant projects or goals of ZDF]. I am excited about the opportunity to collaborate with your team and help drive success while continuing to grow professionally.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of ZDF. Please feel free to contact me at [your phone number] or [your email address] to arrange a discussion.

Sincerely,  
[Your Name]