

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your 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 at [Company's Name], as advertised on [where you found the job listing]. With a background in [Your Field/Industry], and a passion for [related interest or skill], I am excited about the opportunity to contribute to your team in Zhengzhou.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility]. This experience equipped me with valuable skills such as [specific skills related to the job], which I believe will be beneficial for [Company's Name].

I am particularly drawn to this position because of [specific reason related to the company or position]. I admire [Company's Name]'s commitment to [related value or mission], and I am eager to bring my expertise in [your skills] to your esteemed company.

Enclosed is my resume, which provides further details about my professional journey. I look forward to the possibility of discussing how my skills and experiences align with the goals of [Company's Name]. Thank you for considering my application.

Sincerely,  
[Your Name]