

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position] at ZTE, as advertised on [where you found the job listing]. With my background in [your field/industry] and passion for [specific area related to ZTE's work], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I [describe a relevant achievement or experience that aligns with the job description]. This experience has equipped me with the skills necessary to [mention key responsibilities of the desired position].

I am particularly impressed by [specific project, value, or aspect of ZTE that attracts you], and I believe my expertise in [specific skills or experiences relevant to the job] can greatly benefit your team. I am eager to bring my background in [your area of expertise] to ZTE and support your mission to [mention the company's mission or goals].

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with ZTE's needs. Please find my resume attached for further details.

Sincerely,  
[Your Name]