

[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 a strong background in [your field/area of expertise] and a passion for [related interest], I believe I am a strong candidate for this role.

Throughout my [number] years of experience in [related field or position], I have developed [specific skills or experiences that are relevant to the job]. For example, at [previous company or position], I successfully [describe a relevant achievement or responsibility]. This experience honed my ability to [related skill], which I believe aligns closely with the values of ZTE.

I am particularly drawn to ZTE because of [specific reason related to the company or its projects], and I am eager to bring my expertise in [your area of expertise] to your team. I am excited about the opportunity to contribute to [specific project or goal of ZTE] and support its mission of [ZTE's mission or values].

Thank you for considering my application. I would be thrilled to discuss how my background, skills, and enthusiasms can be in alignment with the innovative work at ZTE. I look forward to the possibility of an interview and am available at your convenience.

Sincerely,  
[Your Name]