

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

Dear [Recipient 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 background in [your field/industry] and [number] years of experience in [specific skills or areas], I am excited about the opportunity to contribute to your team.

Throughout my career, I have honed my skills in [list relevant skills or experiences], which I believe align well with the goals of ZTE. My experience at [previous company or role] involved [specific task or project], where I successfully [accomplishment or result]. I am particularly drawn to ZTE because of [reason you appreciate the company or its initiatives].

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I hope to discuss my application with you soon.

Sincerely,
[Your Name]