

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific position or opportunity] at ZTE. With a strong background in [your field or expertise] and a passion for [related interest], I believe I would be a valuable asset to your team.

In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that aligns with ZTE's goals]. This experience has equipped me with a unique perspective and the necessary skills to contribute effectively to ZTE's mission of [mention ZTE's mission or goals].

I am particularly drawn to ZTE because of [mention something specific about the company, such as its values, projects, or reputation]. I am excited about the opportunity to bring my expertise in [mention relevant skills or experiences] to contribute to your continued success.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]