

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 the [Job Title] position at ZTE, as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and my skills in [Relevant Skills], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe relevant experiences or achievements that relate to the job you are applying for]. This experience has equipped me with [mention specific skills or knowledge related to the position], which I believe aligns well with the requirements of the [Job Title] position.

I am particularly drawn to this opportunity at ZTE because [briefly explain why you want to work at ZTE and what excites you about the company or role]. I am eager to bring my expertise in [specific skills relevant to the job] to your esteemed company and help [mention how you can contribute to the company's goals or projects].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can align with the needs of your team. I am excited about the possibility of contributing to ZTE's success and growth.

Sincerely,

[Your Name]

[Attachment: Resume]