

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

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. With my background in [Your Field/Area of Expertise] and my experience in [Relevant Experience or Skills], I am excited about the opportunity to contribute to your team in Zhengzhou.

In my previous role at [Your Previous Company], I [describe a relevant achievement or responsibility that aligns with the job you are applying for]. This experience has equipped me with the skills necessary to effectively [mention relevant skills or tasks related to the new job]. I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or its projects that interests you]. I believe my ability to [relevant skill or strength] would be an asset as your team continues to [mention a goal or value of the company].

I welcome the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,
[Your Name]