# 英文求职写信作文范文格式优选29篇

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*英文求职写信作文范文格式 第一篇Respected leaders:Hello!First of all thank you in spite of being very busy toglance browse my letter of ...*

**英文求职写信作文范文格式 第一篇**

Respected leaders:

Hello!

First of all thank you in spite of being very busy toglance browse my letter of recommendation for a full of enthusiasm,opens up a door of hope college door.

My name is li xx,is chengdu vocational and technical college property management professional this employment with a pleasure for me,my singleness of heart and to the cause of the persistent pursuit,sincerely recommend myself.

Five years of university life,in the strict teachers efforts of inpiduals and instructive,my system has studied the property management professional theory and practice knowledge,but also learn the enterprise management knowledge,and with the demands of the society for talents for guides,trying to make myself to direction development,multiplex talents in spare time,learning computer knowledge,be familiar with the Windows operating system,also took marketing,the economics principle of management course,master of relevant theoretical certain work ability and the organization coordinated ability,and down-to-earth run every thing.

Actively participate in operational stronger practice,strengthen their practical ability,because I know,in society,only theory knowledge is not enough,need to put all the theory and the practical application of the employment in order to lay a good foundation in the have attended many social activities and their communication ability

The past does not represent the future,diligence is real connotation to practical work,I believe I can adapt themselves to the working environment,familiar with the business,and in practical work constantly learning,and constantly improve themselves,completes the you can give me a company to prove yourself,the chance to show believe that I must can contribute to the growth of your and I wish your esteemed unit career:

Flourishing prosperity

this

salute

XXX

date

**英文求职写信作文范文格式 第二篇**

Dear Sir / Miss:

Hello!

I would like to apply for your company in the newspapers to seek the post of Medical Representatives. I have confidence in line with the requirements of your company.

In July this year, I will be graduating from xx College. For the clinical specialties. Through 3 years at school learning to master the basic medical knowledge and has participated in various school activities internship.

I am a studious person, at the university has repeatedly received the scholarship, I also served as a member of propaganda, has a strong ability to organize and coordinate. I am a cheerful, enthusiastic person with strong communication skills. I firmly believe that: to make sense of professionalism and responsibility of any team I have been able to face difficulties and challenges.

Today\'s health care industry is booming, I would like to join for the cause of China\'s medical and your company make its own contribution to development.

With the letter with my resume. If the opportunity to interview with you, I would be very grateful.

Sincerely,

**英文求职写信作文范文格式 第三篇**

Ms. Yang,

I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me that the Shanghai office of your company is actively seeking to hire quality inpiduals for your Auditor Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC. I will be receiving my MBA this May from Tsinghua University. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company. I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your development program.

I will be in the Shanghai area the week of April 16. Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then.

Sincerely.

Cheng Dan

**英文求职写信作文范文格式 第四篇**

Dear Sir/Madam,

Are you searching for a telecommunications manager with expertise in project management and team leadership?

I specialize in creating and implementing high-performance strategies that directly impact growth and profitability of large telecommunications companies. In addition to my knowledge of business processes, I also offer proficiency in telecom software development and cutting-edge technologies.

I am relocating to Shenzhen and would be interested in opportunities with your firm. Currently, I serve as manager for BIT Company\'s Information Industry Division. Briefly, some of my accomplishments include:

Developed a tool to track and forecast price,quantity,and revenue, which enables client to monitor business performance

Implemented a customized end-to-end testing process and SQL database

My business acumen, technical expertise, and leadership capabilities have contributed to a number of successful projects. The enclosed resume outlines my credentials and accomplishments in greater detail. I would welcome an opportunity to meet with you for a personal interview.

Sincerely,

Gu Bin

**英文求职写信作文范文格式 第五篇**

dear sir,

in reply to your advertisement in todays newspaper regarding a vacancy in your office, i wish to apply for the position of senior clerk, which you have addition to my study of english while in the university, i have worked for three years as secretary in the firm of abc trading co. truly yours,

**英文求职写信作文范文格式 第六篇**

敬启者：

本人正在寻求一份工作，但不是任何公司的任何工作，而只能是贵公司的一个职位。 贵公司不仅仅是商业机构，而是当 地的一个知名组织。贵公司的公正和诚实无论在雇员心中还是 在顾客心中都享有崇高美誉。在大学主修国际贸易的四年中，我一直有一个秘密的心愿， 渴盼能到贵公司工作。今年七月本人即将从大学毕业，写此信时，确实不知贵公司目前是否有空缺职位，但随函附寄的资历 却使我冒昧提出申请。 如能为贵公司效力，本人将不胜荣幸。 阁下耐心读完这篇申请，本人至为感激，并请尽速惠函示知。

dear sir,

your organization is more than just a business house. it is an institution in the minds of the local public. it has a reputation for fair play and honesty with both employees and customers would be very happy to work under your supervision if it is possible. thank you very much for your kind attention. please send me an answer at your earliest convenience.

respectfully yours

XXX

**英文求职写信作文范文格式 第七篇**

Dear sir / madam:

My name is CNrencai, I am Xi an University graduates. I am of the Department of education of English majors. I am very glad to have this opportunity to improve our mutual understanding.

With the increasingly fierce social competition, the personnel requirements are increasingly high, I try to learn all kinds of knowledge in the University for four years, and the measure of my old

Teacher is hard work and I myself; I have mastered English listening, speaking, reading and writing skills.

In order to better adapt to society after graduation, I learned the computer technology during the summer, and as a English tutor work, counseling A high school student is foreign language courses, was highly praised by parents in the education practice, improve their ability to work. Because as In a number of candidates, I may not be the best, but I am still very confident, I will do my best to become an excellent primary and secondary school teachers, sincerely hope that I can make I can in the future in the school a hard gardener.

Finally, wide Na Xiancai wish expensive unit.

Sincere candidates: CNrencai

**英文求职写信作文范文格式 第八篇**

Hello!

Thank you for your sincere in his busy schedule, I read this material, and wish your organization the cause of prosperity and bright future!

I studied public enterprise management, but the comparison is more like hotel management. Into the community, I have just come into contact with the hotel management was deeply attracted to after work in the hotel industry, continue to draw the relevant work experience, has accumulated a certain amount of hotel management experience, I found that this is what I want to do The. Although Lu Buping more rugged, but after all, to find love and is therefore suitable for their work is not easy. So I was very lucky.

Hotel is to bring people comfort and pleasure, the kind of environment and atmosphere that I long for, and engaged in the provision of all the hotel management will be proud and satisfied. The hotel industry is a dynamic and promising sector, especially in the domestic hotel high-speed growth of foreign investment into China one after another hotel, the hotel industry to make more full of opportunities and challenges. I am determined to put its own hotel management as a career to do, so your corporate job candidates, in the hope that the industry has a very good development.

Since the hotel has chosen me to endure hardship to do a good job of preparation, you want to start from the grass-roots level, the hotel itself with the continuous development may be raised step by step.

Thank you for reading this letter and consider my request candidates, and hope to have the honor to interview you, look forward to your response!

with many thanks.

你好!

感谢您在百忙之中阅读我的这份材料，并祝愿贵单位事业蒸蒸日上，前途光明！

我学的`是公共企业管理，但比较起来更像是酒店管理。走进社区，我刚接触到酒店管理，深深地被吸引到了在酒店行业工作之后，继续吸取相关的工作经验，积累了一定的酒店管理经验，我发现这正是我想做的。虽然卢布平更坚固，但毕竟找到喜欢而又适合自己的工作是不容易的。所以我很幸运。

酒店带给人们的是舒适和愉悦，我所渴望的那种环境和氛围，以及从事所有酒店管理的工作都会感到自豪和满足。酒店业是一个动态的、有前途的行业，尤其是国内酒店高速增长，外资进入中国的一个又一个的酒店，更使酒店业充满机遇和挑战。我决心把自己的酒店管理作为一个职业来做，所以你的企业应聘者，希望这个行业有一个很好的发展。

既然酒店已经选择了我来吃苦做好准备，你要从基层做起，酒店本身随着不断的发展可能会逐步提高。

感谢您阅读本函并考虑我应聘者的要求，并希望有幸接见您，期待您的答复！

谢谢你

**英文求职写信作文范文格式 第九篇**

Dear Sirs,

In reply to your advertisement in on Qinnan Daily of May 6, I respectfully offer my services for the position of secretary.

I am twenty years old and going to graduate from vocational school. I am a business management major. Besides, I\'ve learned English for more than eight years and I am familiar with computer operation. In the last three years, I\'ve been one of the editors of our student newspaper, which makes me experienced in writing and editing. I do well in my study and my scores are outstanding in my class. From above-mention, I am sure that I will be qualified for secretary.

I welcome the opportunity to meet with you to further discuss my qualifications and your needs. Thank you for your time and consideration.

Sincerely yours,

Zhang Hong

**英文求职写信作文范文格式 第十篇**

Dear Sir：

I have learned from China Daily that your company is looking for a secretary who is fluent in English I would like to apply for the post.

My name is CNrencai and Im 25, Ive been working as an English guide since I graduated from the English Department of Zhejiang University four years ago. I am hard working and I have learned to operate computer and I can type both in English and Chinese. I seek a position more challenging and with more opportunities than my current one. I think I am fit for the post.

Should you entertain my application favorably, I would spare no efforts to acquit myself to your satisfaction.

Yours truly,

CNrencai

**英文求职写信作文范文格式 第十一篇**

Dear Sir/Madam:

i am writing to inquire about any vacancy for a nurse in your have been working in a Grade two Class A hospital as a nurse since i graduated from college ten years ago, meanwhile, i am now also taking my further education in Zhongshan University. by considering about my personnel development in future, i am looking forward to working in a higher grade hospital where i can learn and experience more than where now i do.

In a view of so many top grade hospitals , you distinguished hospital is considered as my best choice and preferred place i would like to move to. Please kindly consider me as a candidate if there is any. Again thanks for drawing your attention to my application letter.

Best Regards!

**英文求职写信作文范文格式 第十二篇**

Dear Sir,

I am a graduate in20\_, graduating from Southwestern University of Finance and Economics. I wasnoticed your company is looking for a CFO and I am writing to candidate forthis position. I was major in financial management in college and minor inBusiness. I studied very hard in school and I was perfect in my courses.

I rankedtop three in my college. Moreover, I took part-time jobs in summer holidays andI had an internship in a company before, which brought me great practicalexperience. I know your company aims to and I am sure whatI learned in school would help me to be qualified to this position. The followingis my resume in details that will help you to know me better. I’m lookingforward to your positive reply. And Best wishes for you and your company.

Sincerely yours,

Christ

**英文求职写信作文范文格式 第十三篇**

Dear Sir/Madam:

Are you searching for a telecommunications manager with expertise in project management and team leadership?

Ms. Huang Lijia of your company has told me that your dept needs a manager assistant,and I wish to apply for the position. I will graduate from commercial school next month. My outstanding record at school and some experience in business has prepared me for the work you are calling for.

I specialize in creating and implementing high-performance strategies that directly impact growth and profitability of large telecommunications companies.

In addition to my knowledge of business processes, I also offer proficiency in telecom software development and cutting-edge technologies.

I am relocating to Shenzhen and would be interested in opportunities with your firm. Currently, I serve as manager for BIT Companys Information Industry

Division. Briefly, some of my accomplishments include:

Developed a tool to track and forecast price,quantity,and revenue, which enables client to monitor business performance

Implemented a customized end-to-end testing process and SQL database My business acumen, technical expertise, and leadership capabilities have contributed to a number of successful projects. The enclosed resume outlines my credentials and accomplishments in greater detail. I would welcome an opportunity to meet with you for a personal interview.

I am really interested in learning business practice,and also a diligent worker and a fast learner. ()If given a chance, I am sure I can prove my worth in your company.

I will be available during the weekdays in the morning for any interviews you may want to give. Enclosed is my resume,and hoping for your immediate reply.

Sincerely,

CNrencai

**英文求职写信作文范文格式 第十四篇**

April 13, 20\_

. Box 36

Tsinghua University

Beijing, China 100084

Dear Sir/Madam:

Your advertisement for a Network Maintenance Engineer in the April 10 Student Daily interested me because the position that you described sounds exactly like the kind of job I am seeking.

According to the advertisement, your position requires top university, Bachelor or above in Computer Science or equivalent field and proficient in Windows and LINUX System. I feel that I am competent to meet the requirements. I will be graduating() from Graduate School of Tsinghua University this year with a . degree. My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server.

During my education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and speak English is out of question.

I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me. I would welcome an opportunity to meet with you for a personal interview.

With many thanks,

Wang Lin

**英文求职写信作文范文格式 第十五篇**

Dear Mr. Slick:

I am writing to inquire about career opportunities in the fields of marketing and advertising. I am very interested in working at Ace Advertising, specifically in the Art Department.

I will be graduating from Saint Michael’s College in May with a double major in Business Administration and Fine Arts. At Saint Michael’s, I have developed a very unique educational experience that has combined the financial, theoretical, and practical aspects of a business education with the creativity and design theories of a fine arts education. I have also become proficient with the computer applications prevalent in these fields, particularly Adobe Photo Shop, and QuarkXPress. As an intern at XYZ Communications, a major advertising firm in Burlington, Vermont, I was part of a creative team responsible for developing the graphic images illustrating the advertising copy for magazine and billboard promotions. During the summer of 1999, I studied in Venezuela where I acquired insight into the business and artistic forces affecting marketing and advertising, especially in a global marketplace.

As a result of these experiences, I am confident that I will bring both technical skills and a fresh perspective to the creative team at Ace Communications. I am enclosing my resumé. Samples of my work can be viewed online at personalweb/apallett. References are available upon request from the Student Resource Center at Saint Michael’s College at (802) 654-2547.

I would appreciate an interview with you at your convenience. I will be available at my campus address until my graduation on May 13th. After that I can be reached at my permanent address.

I look forward to talking with you soon. Thank you for your consideration.

Sincerely,

Arthur Pallett

**英文求职写信作文范文格式 第十六篇**

Dear Sir,

I should like to apply for one of the scholarships that your department may be offering to students from other countries. Would please send me the necessary application forms and any further details about the scholarships?

I am a postgraduate student in Beijing Science and Engineering University. I am majored in microelectronics engineering, and have done some research work during my study years. I hope to have a further study and continue to do my research work if I succeed in obtaining the engineering scholarship.

Enclosed please find two letters of recommendation and my score report card. Thank you for your consideration. I look forward to your reply.

Respectfully yours,

**英文求职写信作文范文格式 第十七篇**

Dear Sir or Madam,

My name is Qiu job. I am currently a graduate of Nanjing University of Posts and Telecommunications in early July of 20\_. I am writing to express my interests in your company. The job sounds particularly interesting. It is precisely the kind of work I have wanted to do for many years. My experiences obtained from inside or outside university thus far have, I think, given me the attitudes and the understanding that would enable me to learn the details of the position you are in demand.

If an ability to take direction well, and to carry out orders faithfully, is important to you, then I may be the good person for the job you’ve advertised.

I’d very much appreciate the chance to talk to you, and to get your opinion on whether my background and qualification would be suitable for the job you offer.

I can be reached by telephone at 86-138-0903-0984 or you can also send email to zhanggang0519@ .

Thank you for your time and consideration.

Sincerely yours,

Zhang Gang

July 13, 20\_

**英文求职写信作文范文格式 第十八篇**

Dear Sir，

Four years as a senior clerk in sales department of the New World Products Company have， I believe， given me the experience to qualify for the job you advertised in JobsPower.

Since 1981 I have been responsible for all office details in the administration of sales， including writing much of the correspondence. In the course of my work， I have become familiar with the various sales territories， and have also in my spare time experience of handing business problems other than my proper sphere.

The years before I was employed at the New World， I was a secretary for Long Brother， an accounting firm. There I become familiar with accounting terms and procedures.

I was graduated at Wah Yan College， in June 1974. I am twenty-five years of age and single.

I am leaving my present position because I can use my capabilities more fully in a position with wider scope. My present employer knows of my ambition and is helping me to find a new place.

May I see you at your office to tell you more about myself and show you just how well I can do the work you require.

Yours faithfully

**英文求职写信作文范文格式 第十九篇**

Dear Sir,

If an ability to learn fast and to work efficiently is important to you, then I may be the right one for the position you offered .Please consider my application for the position.

I am supposed to graduate from Bussniess School of HuBei Uniersity of Tcchnology in international economy and trade in July 20XX. The three -year education endowed me with a general knowledge and good command of professional knowledge，as well as basic computer knowledge. I have passed all the courses and achieved excellent grade. Outside classroom, I was very active and took part in different extracurricular activities. I have been doing many part-time jobs such as sales and others that you can see in my resume. All these experiences contributed much to the development and promotion of my organization and communication ability.

I am a woman who has a strong and creative mind, plus flexibility of cooperation, public relations skills and so on. I would bring a delighted new interest and enthusiasm, and that, of course, would mean more efficient and better work for you. Have you an opening for a young woman who believes that she has something to offer? If you wish to see me, I will be very pleased to come in for an interview. I should esteem it a great favor if you could give me an opportunity to try to serve you in the position.

Thank you for your consideration

Yours sincerely.

**英文求职写信作文范文格式 第二十篇**

Dear Mr. Hanks:

I am writing to apply for the Client Account Coordinator, which was advertised May 4th with the Career Services Center at Florida State University. I have enclosed a copy of my resume for your review. I believe that I have the training, experience and qualities that you are looking for.

According to the advertisement, your position requires excellent communication skills, computer literacy, and a . degree in Finance. My studies have included courses in computer science, management information systems, speech communications, and business writing. I understand the position also requires a candidate who is team and detail-oriented, works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at Liberty Mutual, Inc. in Orlando, Florida.

Your job description suggests that our relationship could be mutually beneficial. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic, nationally recognized investment management firm.

I look forward to discussing my background and qualifications with you. If you would like to schedule an interview or other discussions about my interest in the position, I can be reached at (218) 365-3333.

Sincerely,

Tom Sherman

**英文求职写信作文范文格式 第二十一篇**

Dear Sirs,

Please allow me to apply for the position of office clerk which you advertised in \_Yangcheng Evening News\_ of April 9.

I am 28 years of age and unmarried. After receiving my . from Xiamen University, I worked for three years as an office clerk at China Great Wall Computer Group （Shenzhen） Company.

In the last two years I have been a secretary to the General Manager of Haicheng Foodstuffs Company, Ltd. in Shenzhen. I am looking for a position of office clerk to increase my experience in business.

I have a wide knowledge of business and thoroughly experienced in all types of office work. Copies of my testimonials are enclosed, and if you are interested in my application, please give me an opportunity of a personal interview at your convenient date.

Sincerely yours,

**英文求职写信作文范文格式 第二十二篇**

my background and goals seem to match your requirements well. some time ginen,i should have it much better. i am attaching my resume and some writing samples so you may appreciate what i am already able to do, and how much more i should learn to become a full-fledged communications professional. i would greatly appreciate the opportunity to meet with you to discuss how my possible internship with uniglobal could benefit both your company and myself . i can be reached at 15153204617.

thank you.

sincerely yours,

**英文求职写信作文范文格式 第二十三篇**

敬启者：

顷阅星期四xx报，获悉贵公司招聘人才。本人曾担任新世界产品公司销售部高级职员四年之久，自信有充分工作经验，可担任贵公司所招聘的职务。 本人自一九八一年开始，一直担任售货业务以及函件的撰写工作。在工作期间，除正式业务范围外，与各地区客户颇有来往，并利用公余时间，学会了很多有关商业问题的处理。在新世界公司任职前，我曾在长兄会计公司担任过秘书工作。在任职期间，学会很多有关会计名词及会计作业程序。

本人现年二十五岁，未婚，一九七四年毕业于华仁书院，我希望有机会充分利用自己工作能力，从事更大范围工作之需要，这是我急于离开现职的主要原国。本人现任职的公司老板，对我的工作雄心颇为赞许，因此，愿协助找另谋他职。 如果方便的话，我愿亲赴贵公司办公室晋见阁下，以便详细说明。

dear sir,

the years before i was employed at the new world, i was a secretary for long brother,an accounting firm. there i became familiar with accounting terms and procedures．i was graduated at wah yan college, in june 1974. i am twenty-five years of age and single． i am leaving my present position because i can use my capabilities more fully in a position with wider scope. my present employer knows of my ambition and is helping me to find a new i see you at your office to tell you more about myself and show you just how well i can do the work you require.

yours faithfully

**英文求职写信作文范文格式 第二十四篇**

dear sir,

i am seeking a position as a sales manager, which was advertised in the internet. the position seems to fit very well with my education, experience and career intereste.

electronic business in computer studies, july,20xx, shandong foreign trade vocational college. my studies have included courses in electronic business, java servlet pages , photoshopcs2 , sales marketing and internet marketing. i am highly organized with demonstrared leadership skil in coordinating and motivating workers and in my recent internship at caijing electronic imp./exp. corporation in jiangsu.

**英文求职写信作文范文格式 第二十五篇**

Dear Sir or Madam,

I am writing this letter to recommend myself as a qualified candidate for the position advertised on the newspaper—part-time English reporter.

I am a student from Xinhua Middle School, aged think Im qualified for the job .First of all, as a student, Ive read a lot and have much knowledge in many fields. Im enthusiastic about English and do well not only in speaking but also in writing. Besides, Im easy to get along with an enjoy working together with others. Last but not least, I once worked as a reporter for my school broadcasting station. So Im sure I can do the job well if I get the position.

I would appreciate it if you could allow me an looking forward to your reply.

Chinese is one of the worlds major language. It is spoken by the largest number of people in the world, more than 1 billion, most of whom live in China. there are about 50,000 characters in written Chinese, about 20,000 of which are known to most people. There are 8 main varieties of Chinese, which are different from each other in pronunciation. Putonghua, closely similar.

**英文求职写信作文范文格式 第二十六篇**

Dear Sir/Madam,

I am writing you to show my keen interest in the part-time job during summer vacation in your shop which you recently advertised in the local newspaper. I strongly believe I meet the qualification listed in your advertisement.

I was born in June, 1985 and am going to graduate from School of business in Jiujiang University in June, 20\_ with satisfactory results in all the courses. I have been doing part-time jobs in several companies before, so I have gained much experience. Furthermore, I’m industrious, friendly and have a GREat sense of responsibility. I believe I am qualified for the post.

Enclosed you’ll find a copy of my resume. I’m available for an interview anytime at your convenience. Or, if you are too busy these days, you can contact me at 13601869708 for further information.

Thank you for your time and consideration. I am looking forward to hearing from you.

Truly yours

Li Ping

**英文求职写信作文范文格式 第二十七篇**

敬启者：

就以我过去的推销背景而言，本人自信可以胜任贵公司星期四在xx报招聘的职务，敬请给予考虑。我于1993年从北京商学院毕业，曾在当代公司男装部担任 推销员两年，后在世都百货公司男装店三年，目前仍在此工作。 之所以离职，是因目前似无晋升机会，就我的工作能力和所受训练及我对工作的热情，我认为我应该获得晋升和较高待遇。我乐于奉告阁下，如阁下要求提供查询人，以便了解我的工作情况和性格，我可以满足阁下要求。

gentlemen:

because i believe that my sales background fits me for the position you advertised in thursdays newspaper, i ask that you consider my reason for wishing to make a change at this time is that there seems no opportunity for advancement in my present position, and i feel that my ability and training, as well as my interest in my work, should lead to advancement and a higher salary.

i am happy to refer you upon your request people who can tell you of my work andmy character.

truly yours,

XXX

**英文求职写信作文范文格式 第二十八篇**

gentleman,

in reply to your advertisement in the newspaper of july 23, i wish to say thati am seeking the kind of position you you will find a copy of my resume and my photo. i believe they may befound satisfactory. concerning my character i am permitted to refer to mr. smith, managing editor of the magazine. yours truly, letter 4

**英文求职写信作文范文格式 第二十九篇**

Dear Dr. Anderson,

Quanzhi who has just returned to China from your university informed that you are considering the possibility of offering a Chinese language course to your students in the next academic year and may have an opening for a teacher of the Chinese language. I am very much interested in such a position.

I have been teaching Chinese literature and composition at college level since 19xx. In the past three years, I have worked in summer programs, teaching the Chinese language and culture to students from English-speaking courtries. As a result，I got to know well the common problems of these students and how to adapt teaching to achieve the best results.

With years of intensive English training, I have no difficulty conducting classes in English and feel queit comfortable working with American students.

I will be available after February fell free to contact me if you wish more information. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely yours.

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