# 求职信英文作文范文优选11篇

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*求职信英文作文范文 第一篇Dear Sir or MadamI am writing this letter to recommend myself as a qualified candidate for the position adv...*

**求职信英文作文范文 第一篇**

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

**求职信英文作文范文 第二篇**

dear sir or madam,

i am applying for the position of secretary advertised in beijing today. i majored in business english. my training in business english and secretarial english will definitely meet your qualifications.

i’ll graduate form beijing university in june XX. in addition to the required courses of my major, i’ve studied computer as my second major. i’ve also had a part-time job as a secretary in a company for 2 years. i am confident that my qualifications and experience make me suitable for this position.

i have enclosed a complete resume for detailed information. i hope you will consider me for this position. please reach me by telephone xxx

yours

**求职信英文作文范文 第三篇**

Hello! I sincerely thank you for reading this material in your busy schedule, and wish you a thriving and prosperous business!

I am hunan vocational college of electrical engineering electrical major liu, since entering the university, the university entrance exam easily, inform be accepted after the joy of gone with the wind, because I have to start over, continue to work hard struggle, to meet new challenges. University is my thought, knowledge structure and psychology, mature time. With the strong learning and innovation atmosphere, I became a versatile talent. Time flies. I will leave my Alma mater with the dream of my childhood and the dream of youth, and I will go to work.

College teachers and students have been doing the rounds in the sentence xxxyou proud of the Chinese today, tomorrow the proud of youxxx, since the admission, I always put it in mind, determined to comprehensive development in the university oneself, from the Angle of adapt to the social development, improve the personal qualities. In the future, I will be able to make achievements in my work and honor my Alma mater.

I take the xxxyanxxx as the head, in the study diligently rigorous, to the classroom knowledge do not know to ask, strive for deep understanding. On the basis of mastering the professional knowledge, I will not forget to expand my knowledge, and have a wide range of extracurricular knowledge. I also attach great importance to English learning, constantly strive to expand my vocabulary, and have made great progress in English communication. At the same time, in order to improve personal qualities, I actively participated in various activities, such experiences made me realize the importance of unity and cooperation, also learned a lot of social knowledge, increase the experience, and believe that it will play an important role in the society to me.

For now, I am interested in the enthusiasm, ready to plunge into the real social this big melting pot, although there are a lot of difficulties and hardships, but I firmly believe that university life to my spiritual wealth enables me to overcome them.

xxx, make the sea in full straight hanging xxx, hoped your firm can give me a development platform, I will cherish it, and go all out, struggle to realize their life values, make contributions to the development of your company.

**求职信英文作文范文 第四篇**

dear leaders:

hello!

department of the university of xxxx xxxx i was a student, about to face graduation.

xxxx xxxx university is our focus on talent training base, has a long history and fine traditions, and are known for their rigorous scholarship, and educating people well-known; xxxx xxxx department of the university of xxxx is the national base of disciplines. in such a learning environment, both in knowledge and ability, personal qualities or accomplishments, i have benefited greatly.

four years, the strict lessons in mentoring and personal efforts, i have a solid foundation of professional knowledge, systematically mastered the xxxx, xxxx and other relevant theories; familiar with the work of common foreign etiquette; have good english listening, speaking, reading, writing and translation capabilities; proficiency in operating a computer office software. at the same time, in my spare time extensively studied under a number of books, not only to enrich themselves, but also develop their own multi-faceted skills. more importantly, the rigorous study and correct learning attitude shaped my simple, stable, and innovative character.

in addition, i also actively participate in various social activities, to seize every opportunity to exercise their own. four years in college, i deeply feel that working with the best students, so i benefit in the competition; challenges to practical difficulties, let me grow up in frustration. grandparents who taught me hard work, diligence, kindness, integrity; renmin university of china to develop my pragmatic, pioneering style. i love your organization engaged in the cause, eagerly look forward to your leadership, the building blocks for this glorious cause; and continuous learning in practice and progress.

close pen occasion, solemnly raised a small request: whether or not you choose me, respected leadership, i hope you will accept my sincere thanks!

i wish your organization flourishing!

xxx

in may xx xxxx

**求职信英文作文范文 第五篇**

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

**求职信英文作文范文 第六篇**

Sir/Madam:

Thank you for reading my cover letter and resume. I study in \_X, business English majors in \_.6 month graduation.

Multiple times in social work, cause me to understand when you need personal defying hardships to strive, cannot escape from any, brave to face it.

I have enough courage and confidence to face the challenge, complete the boss gave me each work.

For career and the future, I will pursue; for failure and setbacks,l embrace. I have enough courage and perseverance to embrace life every challenge!but please believe that I will surely is the most hard! the most active! if huina, I will take every care. stepping into the 21st century china, the competition will be more and more intense, large quantities of outstanding talented person;enable the human resources management talent facing severe tests and will take xxxstrives hard took aim at will attack, firm the confidence move ahead in defiance of difficultiesxxx continue to work hard.

the past does not represent the future, diligence is the real meaning, the practical work, i believe I can adapt themselves to the working environment, familiar with the business in the practical work, and keep learning, and constantly improve themselves, completes the work.

thank you!

尊敬的先生/女士：

首先感谢您阅读我的求职信及简历。 我就读于\_x商务英语专业，将于\_.6月毕业。

多次在社会工作，使我明白什么时候需要个人不畏艰辛去奋斗，不能逃避任何，勇敢去面对.

我有足够的勇气和信心面对挑战，完成上司交给我的各项工作。

对于事业与未来，我会执着追求;对于失败与挫折，我会坦然面对。我有足够的勇气与毅力，去迎接生命里的每一次挑战!我不敢断言我是最优秀的，但请相信我定将是最努力!最积极的!若为惠纳，我将尽心竭力。 步入21世纪的中国，竞争会越来越激烈，对大批优秀人才的需求，使人力资源管理人才面临严峻的考验，将以“奋力攻艰志在必夺，坚定信心知难而进”继续努力。

过去并不代表未来，勤奋才是真实的内涵，对于实际工作我相信，我能够很快适应工作环境，熟悉业务，并且在实际工作中不断学习，不断完善自己，做好本职工作。

此致!

謝謝!

**求职信英文作文范文 第七篇**

dear mr liu

application for the position of accounting manager

in response to your advertisement in todays for the above position, i would like to submit my application for yourconsideration.

during the past nine years, my experience has concentrated in the accounting industry with an accounting services firm. being an

accounting manager for four years, i assisted in the development of a base reference library for 500 clients.

as you will notice from my resume, i possess excellent oral and writing skills. i have trained four new supervisors through coaching sessions, communication meetings and technical skills sessions. i believe this background provides the management skills you require for this position. i look forward to your reply.

yours sincerely

**求职信英文作文范文 第八篇**

Dear HR Manager,

I would like to apply for the Global Management Trainee Program. As a third-year-postgraduate student major in Management Science and Engineering, I have some basic knowledge on management science .

I have a friend who is one of the interns of your last Summer internship Program. She told me many things about her experiences in your that is why I am really fond of that kind of life: to corporate with

excellent workmates, to solve problems in a challenging circumstance and to enjoy thedelightfulness of

accomplishing tough tasks. I will really appreciate your kindness if you offer me such an opportunity to join the big family of XXX.

You can contact me any time at your convenience, looking forward to your reply and thank you for your consideration.

Best Regards!

**求职信英文作文范文 第九篇**

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

**求职信英文作文范文 第十篇**

Dear Sir/Madam,

My name is Liu Ying and I will graduate from Xi’an University in the year of 20\_. My major is secretary in English department.

It’s my great pleasure to have this opportunity to improve our mutual understanding. During the three –year college study，I tried my best to learn all kinds of knowledge，and weigh the hard work of my teachers and myself; I have mastered English listening，speaking，writing and reading skills.

Moreover， I have a good command of Business English and the basic theory， public relationship of secretary. Meanwhile, in order to enlarge my knowledge, I always read some newspapers and magazines about business and trade， and I used to do some representative of business in my spare time. At the same time, I learnt computer skills during my summer vacation，and now I’m familiar with Office 20\_. It is my three –year college life that makes me form my life attitude. Also my three-year college life that makes me rich in knowledge，and it’s also my three-year college life that makes me form my life attitude. Honesty, Trust, Diligence is principle of how to be a man.

As a college graduate，I believe “where there is a will, there is a way”, and I will try my best to do a good job in my business. So I sincerely hope that I can make a position in your company so that I can serve for the company in the future.

Yours faithfully,

Liu Ying

**求职信英文作文范文 第十一篇**

dear leaders:

hello!

thank you for your busy schedule to read my job cover letter, below, i will submit to your own personal self for a detailed description: department of xxxx xxxx i was a university student, about to face graduation.

university is chinas key personnel training base, has a long history and fine traditions, and renowned for their rigorous scholarship, educating people well-known; xxxx department of the university of xxxx xxxx is the base of disciplines. in this learning environment, both in knowledge and ability, personal qualities or accomplishments, i have benefited greatly.

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in addition, i also actively participate in various social activities, to seize every opportunity to exercise their own. university for four years, i deeply feel, and outstanding students to work to benefit me in the competition; to challenge the practical difficulties, let me grow up in frustration. grandparents taught me hard work, responsibility, kindness, integrity; the chinese peoples university has trained me pragmatic, pioneering and enterprising style. i love your organization engaged in the cause, eagerly look forward to your leadership, to contribute to the cause of this glorious; and in practice, learning and progress.

received document the occasion, a small request seriously: whether or not you choose me, respected leaders, i hope you will accept my sincere thanks!

wish your organization and prosperity!

Your sincerely,

xxxx

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