# 最新经典求职信介绍

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*xi meng　　dec,10th 　　dear miss lin,　　in searching for employment opportunities on the internet, i learned of a job vaca...*

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　　dear miss lin,

　　in searching for employment opportunities on the internet, i learned of a job vacancy in the sales representative of your company. i believe that my qualifications match the requirements you have listed for the position.

　　i am very organized, i am a self-motivated worker, and enjoy working in ge, especially trough the past three intern experience in this pleasant workplace.

　　with a sound educational background demonstrated and a keen desire to be part of a professional firm, i am submitting my resume and wish to apply for the position referred above. i hold the belief that i will make positive contribution to ge.

　　you require i offer

　　l fresh graduate with degree preferred bachelor in business with competitive

　　in business academic performance

　　l outstanding leadership skills with internship experience in different

　　good record of extra-curriculum industries as well as association

　　activities leader

　　l excellent analytical skills and team succeed in bringing order out of chaos

　　spirit and cooperate with team colleagues

　　l excellent interpersonal skills, able coordinate wide range

　　to communicate with different people cross-department associates with different background and opinion

　　l quick learner, energetic, willing to familiarize analytical software in

　　work under pressure and tough two weeks and complete presentation

　　environment within right agenda as a newcomer

　　l fluent oral and written english, cet-4 passed, micros windows

　　skilled pc operator proficient user certificate

　　thank you for your time and consideration and i anticipate the opportunity to

　　meet with you to further discuss my qualification and your needs.

　　sincerely,

　　xi meng

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