

求职介绍信英文作文【13篇】

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ECMS帝国之家，为帝国cms加油！

故宫与故宫博物院密切相关,对故宫价值认识的程度,影响着对故宫博物院内涵的理解与功能的定位。故宫人对文物及其价值的认识有一个逐步深化的过程。以下是小编为大家收集的求职介绍信英文作文【13篇】，仅供参考，欢迎大家阅读。

求职介绍信英文作文1

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 china"s 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.

four years , the strict mentorship lessons and individual efforts , i have a solid foundation of professional knowledge and systematically mastered the xxxx , xxxx and other relevant theory; familiar with the work of common foreign etiquette; with good english listening , speaking , reading , writing , translation and other skills; able to skillfully operate a computer office. at the same time , my spare time to extensively studied a large number of books , not only to enrich themselves , many also develop their own skills. more importantly , the rigorous study and correct learning attitudes 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. 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 people"s 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.

求职介绍信英文作文2

英文求职介绍信

Dear manager,

I learned from the newspaper that your company wanted to hire an English translator.

I am interested in this job very much. I would like to get this job.

Now I would like to introduce myself to you. My name is Li Ping. I am 30 years old. I am 180 cm tall. I am healthy. I like swimming, singing and dancing in my spare time. I graduated from Beijing University in 1994. Then, I went to work in Nantong Middle School. In , I began to work in Suzhou Middle School and I have worked there until now.

I work hard and I can get along well with others. I am good at English and especially my spoken English is very good. I have translated many Chinese books into English. I can understand Japanese and I can talk to foreigners in Japanese freely.

If you agree with me, I will work hard and try to be a good translator.

If you agree with me, please write a letter to me or phone me. I live at No.1 Renmin Road, Suzhou city. My telephone number is 3654371.

Thank you very much.

Yours Truly

LiPing

求职介绍信英文作文3

英文求职介绍信

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[就业介绍信范文](#)

[自我介绍信范文](#)

[求职介绍信英文作文4](#)

优秀经典:英文相关求职介绍信

April 13,

Room 212 Building 343

Tsinghua University, Beijing 100084

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 individuals 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

[求职介绍信英文作文5](#)

Dear Mr. / Ms,

We are pleased to introduce Mr. Wang You, our import manager of Textiles Department. Mr. Wang is spending three weeks in your city to develop our business with chief manufactures and to make purchases of decorative fabrics for the coming season.

We shall be most grateful if you will introduce him to reliable manufacturers and give him any help or advice he may need.

Yours faithfully,

Yang Ning

求职介绍信英文作文6

Dear Mr. Huang :

I am interested in applying for a position as an electronic engineer at Century Com. I found the position advertised at the placement office at Fudan University. I will graduate in June in electrical engineering and hope to start my career at that time. During the past four years I have had a good deal of academic experience in communication technology. As an active member of the Fudan Society of Computer Communication, I learned much about the practical challenges mechanical engineers face each day, and about the strategic significance of collaborating with fellow team members. In my position with Excelcom, I was able to test and sharpen the skills I was learning at school and use them on a regular basis. In addition to the responsibilities noted in my resume, I designed an innovative software program that compiled data used by other firms and interpreted the results for the sales division at Excelcom.

My experience of working with others has given me confidence in my interpersonal skills and decision-making abilities, particularly in the area of computer communication. And I believe that making a contribution to a general goal goes much further than simply possessing skills; one must have the ability to work toward a consensus everyone can live with.

I am available for an interview at any time convenient to you. I can be reached by phone at 4820xx28. Thank you for your time and consideration.

Sincerely, Pan Yanggang

Enclosure: Resume

求职介绍信英文作文7

dear leaders:

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扩展阅读：

- 1.实事求是，恰如其分地介绍自己的能力 and 特长，既不吹嘘了不贬低。
- 2.重点突出，有条理、有针对性，篇幅以1-2页、1000字左右为好。
- 3.文笔要流畅，表达要准确，如果你写得一手好字，就要认真地写，并在署名后注明“亲笔敬上”等字样。
- 4.精心选择照片，以便招聘单位目测。无论是免冠半身照，还是全照，都要近期的，图像清晰、柔美、不失真。
- 5.学会用多种文字书写求职介绍信。比如中、英文对照，既表明你的外语能力，又表示你对招聘单位的尊重。

求职介绍信英文作文8

最新英文求职介绍信写作技巧

现在许多单位都希望应聘者有比较扎实的英文基础，特别是外企和涉外交往比较多的单位，一份漂亮的"英文简历"会帮助你给用人单位留下很好的印象。

刚刚走出校园的毕业生由于作工经验很少，写不出太多的东西，如何把你的英文简历写得更充实呢？在此介绍一些特别的技巧：

- 1、教育背景中写相关课程。不要为了拼凑篇幅，把所有的课程一股脑儿地都写上，如体育等。这样不很有效，别人也没耐心看。
- 2、奖学金一项一行。
- 3、语言精炼，表达准确。
- 4、加大字号。可将10号、小五改成12号、小四，方便阅读。
- 5、社会作工细节放在作工经历中。

这样会填补作工经验少的缺陷，例如，您在做团支书、毕业生会主席等社会作工时组织过什么活动，联系过什么事，参与过什么都可以一一罗列。

- 6、暑期作工。作为学大生，雇主通常并不指望您在暑期作工期间会有什么惊天动地的成就。当然如果您有就更好了。
- 7、中学情况。一般都写。但不要写太多。当然，小学就不用提了。

求职介绍信英文作文9

英文求职自我介绍信模板

Dear all,

My name is [名字]. I just joined this excellent [新公司名称] yesterday, and previously worked at [以前公司的名称] as a [以前所在公司的职位]. Its my pleasure and honour to be a member of [新公司部门名称] and work with a distinguished group

of people like you. I will do my best on my work in the future. Please let me know if I can be of help at the mean time.

Nice to meet you all and any suggestion is appreciated.

Warm regards,

[署名]

求职介绍信英文作文10

xi meng

dec,10th XX

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.

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

求职介绍信英文作文11

stating your qualifications (说明任职资格)

university major in computer science, three years of part-time work in a computer software company.

在学大主修计算机科学，在计算机软件公司兼职三年。

educational background in business administration with major in secretarial science and two summers of full-time ork experience.working knowledge of all common office machines.

有工商管理的学历，主修秘书学，两年暑假的全职工作经验。对办公室所有常用机器有运用知识。

four years of experience in marketing,in addition to a bachelor ' s degree in management with major in marketing.like to be challenged with a responsible job.

除了主修市场学的管理学学士学位，还有四年的市场营销经验。喜战责任重大的工作。

ability to organize marketing campaigns and to supervise employees. effective communication abillities and public relations skills.

具有组织市场活动和督导员工的能力，并具有有效的交际能力和公关技巧。

three years of successful job experience ranging from sales responsibilities to management of marketing department. adaptable, versatile, industrious.

三年的成功工作经验，范围从销售职责到市场部门的管理，适应性强、善变通、勤奋。

special training in accounting at guangdong college of commerce and three years of practical experience in accounting environment. enjoy working with people. responsible and reliable.

在广东商学院接受会计方面的专门培训，并有三年在会计部门的实际经验。喜欢和别人一同工作。负责可靠。

work experience in personnel affairs in a foreign capital enterprise coupled with educational background specialized in personnel management. maintain good human relations.

外资企业人事事务的"工作经验，加上人事管理的专门学历背景。保持良好的人际关系。

five years ' working experience in teaching english at a middle school coupled with educational background specialized in english instruction at guangzhou teachers ' college. ability to listen and sensitivity to the needs of students.

有五年在中学进行英文教学的工作经验，加上??毕业生意见、对毕业生的需求敏感。

good university education with english as my major combined with practical experience in translating business documents. worked as an interpreter in australia for a chinese investigation group for three months.

良好的，主修英文，加上翻译商务文件的实际经验。为中国考察团在日本当过三个月的译员。

求职介绍信英文作文12

April13,20xx8aR

Room212Building3438aR

TsinghuaUniversity,Beijing100084

Ms.Yang:

IwasreferredtoyoubyMr.Zhang,aPartnerwithyourBeijingoffice,whoinformedmethattheShanghaiofficeofyourcompanyisactivelyseekingtohirequalityindividualsforyourAuditorProgram.

Ihavemorethantwoyearsofaccountingexperience,includinginterningasAnAuditorlastyearwiththeBeijingofficeofCCCC.IwillbereceivingmyMBAthisMayfromTsinghuaUniversity.Iamconfidentthatmycombinationofpracticalworkexperienceandsolidededucationalexperiencehaspreparedmeformakinganimmediatecontributiontoyourcompany.Iunderstandthelevelofprofessionalismandcommunicationrequiredforlong-termsuccessinthefield.MybackgroundandprofessionalapproachtobusinesswillprovideyouofficewithahighlyproductiveAuditoruponcompletionofyourdevelopmentprogram.

IwillbeintheShanghaiareatheweekofApril16.Pleasecallmeat1toarrangeaconvenienttimewhenwemaymeettofurthervisitmybackgroundinrelationtoyourneeds.Ilookforwardtomeetingyouthen.

Sincerely,

ChengDan8aR

8aR

求职介绍信英文作文13

A letter of applicotiot

Dear Volvo company recruiters

A: hello!

I am changchun college of engineering students, my major is marketing, is now a junior student. Recently learned that your company is recruiting talents, I'm confident that I learned in the university knowledge can help with me to apply for the marketing intern position in your esteemed firm.

Up to now, in the three years of university life I learned all kinds of professional knowledge related to marketing, operation of the market and marketing has certain understanding and insights. And I have good basic computer knowledge and application ability, in the big moment has passed the national computer rank examination of appraisal. Can now be skilled in Windows xp, ps, the operation of the office. I believe that I can use my knowledge to better qualified for the sales intern position.

To learn the knowledge of the marketing will be important, but practice is the most important for marketing, light has theoretical knowledge is far not enough, as a marketing professional students, we should apply learned knowledge to practice. In university, I not only learn professional knowledge, I also use of summer vacation time to drink store part-time selling drinks, one month after the sales process, through contact with a wide variety of customers, I learned a lot that no textbook, more profound understanding of the marketing, the subject and in the process of internship, I have learned in school knowledge combining with practice, made me better grasp the marketing skills.

Three years of university life, provides interpersonal communication platform and exercise for me. In school, I took part in various activities and community, in the process of the activity, I exposed to all kinds of people, through contact with different people communicate, I began to learn and master the skills to communicate with people. I believe that these skills can make me more qualified for sales intern job.

I really hope to be able to work from your company, give full play to my talent. Enclosed is my resume. If have the opportunity to meet with you, I will thank you very much!

Yours sincerely ,

LI

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