

# 求职介绍信英文作文范文(通用12篇)

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ECMS帝国之家，为帝国cms加油！

作文是经过人的思想考虑和语言组织，通过文字来表达一个主题意义的记叙方法。下面是小编精心整理的求职介绍信英文作文范文(通用12篇)，仅供参考，大家一起来看看吧。

## 【篇1】求职介绍信英文作文

Dear Mr. Huang :

I am interested in applying for a position as a electronic engineer at Century Com. I found the position advertised at the placement office at Fudan University. I will graduate in June in electronic engineering and hope to start my career at the 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 significances 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 compile 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

## 【篇2】求职介绍信英文作文

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

### 【篇3】求职介绍信英文作文

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

### 【篇4】求职介绍信英文作文

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 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; department of the university of 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 , 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.

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。

## 【篇5】求职介绍信英文作文

公司的老板大多认为，注重小节的人对重大的事务也会谨慎行事。一个人做人做事是否谨慎可以从一封求职介绍信中看出端倪来。你别看轻了短短的一封信，一封求职介绍信可以显露出一个人的嗜好、鉴别力、教育程度以及人格特性。下列几个要点便是泄露一个人‘机密’的地方。因此，写信人非格外留意不可。

- 1、纸张的选用：使用品质优良，白色的信纸。信封要配合信纸的质料和颜色。
- 2、书写：求职者常需用亲手写信，字体要写得清洁可辨，龙飞凤舞的字迹无疑是自寻绝路。如果可能的话，使用打字机把信打出来。这样看起来比较具有商业气息。
- 3、格式：信文要适当地排列在信纸中，格式要一致，如采用齐头式（或斜线式）便需全部一致，不可中途改变
- 4、语法、标点和拼写：正确无误的语法、标点和拼写使读信人感到舒畅，错误的语法或拼写则十分明显，一望即知，予人坏印象。尤其要注意的是，绝不可把收信人的名姓或司公名号拼错了。
- 5、信封：信封上面的地址要完整，称谓要合时宜，信纸的折叠要适当，大小适合信封。
- 6、求职介绍信函通常不须附加推荐信，除非招聘广告有此要求。遇到这种情形，只须附上复印件即可。求职函内附加邮票或回址信封，强迫对方答覆的作法不足效法，除非对方有此要求。

求职介绍信函内容应包括那些？通常根据所欲谋求的作工性质而定。基本上，可以包括下列几项：

- 1、写这封信的目的或动机：通常求职介绍信都是针对报纸上招聘广告而写的。若此，信中便须提到何月何日的报纸，有时‘作工机会’是从朋友或介绍所（如青辅会就业辅导中心）听来的，有时是写信人不知某机构、司公有作工机会，毛遂自荐而写的信，不论是哪一种，求职介绍信上一定要说明写信的缘起和目的。
- 2、个人资料：写信人应述明己自的年龄或出生年月，教育背景，尤其是和应征的职位有关的训练或教育科目、作工经验或特殊的技能；如无实际经验，略述在学类似经验亦可。
- 3、备询人员或推荐人：正常的顺序是先获得这些人同意后再把他们的名姓、地址列入信中，推荐人二至三名即可。
- 4、结尾：求职介绍信的结尾在希望并请求未来的雇主允以面谈的机会，因此，信中要表明可以面谈的时间。使用的句子要有特性、避免软弱、老生常谈的滥调。

写求职介绍信要有机智和良好的判断，下列几点可供参考。

- 1、陈述事实，避免表示意见：与训练和经验有关的事实可以陈述出来，但应避免表示意见说这些训练和经验对所应征的作工将有怎样的关系或好处。
- 2、不要批评他人：如果你要离开现职，可以说出原因但不要用批评的方式，雇主想要了解你，而非你的作工机会。
- 3、不要过份渲染自俺：你当然认为有能力，够资格才要申请某一职位，但不要过份夸大己自的能力或表现过份信心，尤其不要说出与事实不符的能力或特性来。
- 4、留意底薪：有的雇主要你提到希望的待遇。你要作良好的判断，写出你觉得可行的最低薪。

开始就业的人应知道，与其寻得一份高薪的作工倒不如找待遇尚可而有升迁机会的作工。

应征函的第一段说明写信的缘起目的，有些专家认为不宜用分词子句，如下列各句作为第一句。因为这类句子被人用得太多，显得陈腐，失去突出的特性。

replying to your advertisement..... answering your advertisement..... believing that there is an opportunity..... thinking that there is a vacancy in your company..... having read your ad.....

再比较下列三句。（a）句较差，经过修改后（b）句显得较恰当。

1、（a）replying to your recent advertisement in the boston evening globe, i wish to apply for the position of sales manager.....

（b）in applying for the position of sales manager i offer my qualifications, which i believe will meet your exacting requirements.

2、(a)i believe after reading your advertisement in this morning ' s journal that you have just the opportunity i am looking for. (b)your advertisement in this morning ' s journal for an adjustment manager prompts me to offer you my qualifications for this position

3、(a) having read your advertisement in the new york times for an accountant, i thought you might be interested in my application.

(b)in your advertisement for an accountant, you indicated that you require the services of a competent person, with thorough training in the field of cost accounting. please consider me an applicant for the position. here are my reasons for believing i am qualified for this work.

求职的人不得不提到希望待遇时，可用类似的句子：

1、hesitate to state a definite salary, but, as long as you have requested me to , i should consider 6,500 a month satisfactory.

俺对待遇总是迟迟无法定个确切数目，但既然您要俺说明，俺认为月薪六千五百元就满意了。

2、although it is difficult for me to say what compensation i should deserve, i should consider-a month a fair initial salary. 虽然俺很难说待遇应该是多少，俺以为起薪每月--很合理。

3、i feel it is presumptuous of me to state what my salary should be. my first consideration is to satisfy you completely. however, while i am serving my apprenticeship, i should consider-a month satisfactory compensation. 余不敢冒昧说出起薪多少。最初余仅想要如何作工得好，使您满意。在学徒（试用）期间，月薪--即可。

提到待遇时不要过分谦虚或表示歉意，下列句子不宜使用。

1、as for salary, i do not know what to say. would\$4,500 a month be too much?

至于起薪，俺不知怎么说，月薪四千五百元会不会太多？

2、do you think i should be asking too much if i said 5000 dollars a month?  
若要求月薪五千元，会不会太高？

3、you know what my services are worth better than i do . all i want is a living wage.  
对敝人作工的价值您比俺更清楚。俺仅想够糊口即可。

应征函或自荐函的结尾用语，试比较下列各句：

1、(a) 软弱、羞怯的：if you think i can fill the position after you have read my letter, i shall be glad to talk with you. 读完此信后倘您认为敝人可补缺，敝人愿和您一谈。

(b) 改写后（较佳）：if my application has convinced you of my ability to satisfy you, i should welcome the opportunity to talk with you, so that you may judge my personal qualifications further.

2、(a) 怀疑，不妥、不安全的：if you ' re interested, let me know immediately, as i ' m sure and interview will convince you i ' m the man for the job.

倘贵司公有兴趣，请即告知，敝人深信与您面谈可以使您相信，敝人适合担任此职。

(b) 改写后：may i have an interview? you can reach me by telephone at taipei 884525 between the hours of 7-9 a.m. and 5:30-9:30p.m. any evening.

可否赐予面谈？您可在每天上午七至九时，下午五时半至九时电884525号。

3、陈腐的句子：hoping you will give me an interview, i am.....（俺希望您惠予面谈）anticipating a favorable decision, i wait your.....（等候您的佳音）trusting your reply will be satisfactory, i remain(静候满意的答复)

4、哀求式的句子，不够完整（漏掉面谈时间）：won ' t you please give me the chance to interview your? i can be reached by calling kenmore 69781. 恳请惠予面谈。请打电话k-69781

(b) 改写后：may i have the opportunity to discuss this matter further with you? my telephone is kenmore 69781. you can reach me between nine and five o ' clock during the day.

可否惠予面谈以便进一步商讨？俺的电话是k-69781。俺从上午九时到下午五时都可接通。

5、太过自信的句子：i am quite certain that an interview will substantiate my statements between two and four every afternoon except tuesday you can reach me by telephoning 731430.

俺深信面谈可以证实俺的话。您可在每天下午二至四时（星期二例外）打731430号电话通知俺。

6、较具体有效的句子。may i have an interview? my residence telephone is (042) 4398. you reach me by calling that number until june 30. after july 2, my address will be kent house, bretton woods, new hampshire. 可否惠予面谈？俺住处电话为43981号。六月三十日以前俺都在上址，七月二日以后，俺的新址为新罕不夏州布列登林肯特屋。

应征函要发挥的效果，语气必须肯定、自信、有创意而不过份夸张，如能事先洞察雇主的喜好，或其他人格特性，根据物以类聚的原理，应征函若能配合雇主的特性，求职的人一定可以比其他人占上风，获得面谈的机会。比较下列各句语气上有何不同：

1、 i think that i should probably make a good bookkeeper for you.

俺想俺可能成为贵司公的好簿记号。

2、 i am confident that my experience and references will show you that i can fulfill the particular requirements of your bookkeeping position.

俺相信俺的经验和推荐人可以告诉您，俺能够符合贵司公簿记员一职的特定需要。

3、 i recently completed a course in filing at the crosby school of business. i am competent not only to install a filing system that will fulfill the needs of your organization, but i am also well qualified to operate it efficiently. 最近俺在克洛斯比商业补习班读完一门档案处理的课程，俺自信不仅可以设置一套档案人类系统符合您的要求，而且可以有效地操作。

4、 i feel quite certain that as a result of the course in filing which i completed at the crosby school of business, i can install and operate efficiently a filing system for your organization.

俺相信在克洛斯比商业实习班修完一门课后，俺能够替贵司公设置并且操作一套档案分类系统。

第一句显得语气太弱，写信的人有点羞怯的样子。第二句有特殊风格，第三句太过自信，第四句，表示谦虚。

## 【篇6】求职介绍信英文作文

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

## 【篇7】求职介绍信英文作文

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]

## 【篇8】求职介绍信英文作文

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.

## 【篇9】求职介绍信英文作文

会计英文求职介绍信

Gentlemen,

I have been told by Mr.John L.Pak,Credit Manager, The Business Book Publishing,New York, with whom I believe you are acquainted,that you are expecting to make some additions to your accounting staff in June.I should like to be considered an applicant for one of these positions.

You can see from the data sheet that is enclosed with this letter that I have had five years of varied experience in the book business.The companies for which I have worked have given me permission to refer you to them for information about the quality of the work I did while in their employ.

My work was in the credit department and in the accounting department in both companies,with some experience also in inventory control. In both positions,I have been assigned with the daily office administration.The courses taken at Central Commercial and the Bronx Community College specifically prepare me for doing the accounting required in your department.

I hope that you will give me an interview at some time convenient to you.If there is further information that you wish in the meantime,please let me know.I can always be reached at the address given at the beginning of this letter.

Very truly yours

## 【篇10】求职介绍信英文作文

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

## 【篇11】求职介绍信英文作文

### 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工作经验很少，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、社会工作经历细节放在工作经历中。

这样会填补工作经验少的缺陷，例如，您在做团支书、毕业生会主席等社会工作时组织过什么活动，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。

### 【篇12】求职介绍信英文作文

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

更多书信范文 请访问 <https://xiaorob.com/fanwen/shuxin/>

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