

【单位介绍信怎么写】英语介绍信格式怎么写

作者：沉香触手 来源：ECMS帝国之家 zhann.cn

本文原地址：<https://xiaorob.com/fanwen/shuxin/172231.html>

ECMS帝国之家，为帝国cms加油！

对于第二语言学习者来说,用目的语写作求职信,完成求职言语行为,不仅是一次目的语的写作过程,更是一次目的语的跨文化交际过程。那么英语介绍信格式怎么写呢?下面是小编为大家整理的英语介绍信格式,希望对大家有帮助。

英语介绍信格式篇一

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,

英语介绍信格式篇二

Cover letter headings

bank personal cover letter

hello. the bank has been a good image in the social reputation, i am about to graduate, if there is a chance is

willing to your company can effect a modest! my name is xxx, graduated from the china university of mining and technology, was studying financial management specialty. the following is my personal letter of introduction.

i to your bank for some basic understanding. as a newcomer students finish their studies, i have the confidence to accept the social test and the challenge from its own. during my college study hard, strict demands on themselves, respect for teachers, and actively participate in various activities organized by the school. on weekdays, and teachers and students live together in peace together. in english, passed band four six examination. i know, the bank clerk is the need to have a strong sense of responsibility, practice. therefore, in school period, i tried a different practice and work. i do secretary, did the promotion, has made the family, worked as a waitress, different occupation has given me a different experience let me gradually from a silly little girl into an independent thinking, problem solving skill and teamwork spirit. in order to remain invincible in the work, do a better job.

i hope to go to your bank to work, to learn the theory of combination of knowledge and practice, so that their life can have a qualitative leap. i believe that your bank is whole image, management mode, working atmosphere will be more attractive to me in my mind, is the pursuit of the ideals and goals.

we enclosed a copy of my resume, hope to be able to notice will have the opportunity to meet.

sincerely yours

salute

英语介绍信格式篇三

Dear sir ,

i would like to ask you to consider my qualification for the position in sales that you advertised in last weeks newspaper.

i graduated from the college of business in june of 1986. since that time i have been taking night courses at polytechnics in sales techniques and mass media advertising.

i have worked as a vehicle salesman for the ford co. for the past three years. at present i am their chief salesman and account for over one half of the sales. before my present employment, i worked for the chains department store as a salesclerk in the electrical appliance section. we worked mainly on commission and i was able to earn a substantial amount although i was very young.

i would like to make a change now because i feel that i can go no further in my present job, i feel that my ability and my training should enable me to advance into a better and more responsible position, and it appears that this will not be forthcoming at my present position.

if you would like to know more about my ability, i can be available for an interview at any time convenient to you.

sincerely yours,

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

文章生成PDF付费下载功能，由[ECMS帝国之家](#)开发