

介绍信英语(合集5篇)

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ECMS帝国之家，为帝国cms加油！

介绍信英语7篇。时间日历总是往下翻，这段时间的工作开始收尾了，我们将要对这一段时间工作进行总结，写好工作总结是一个回顾反思、发现问题、深层剖析、提出办法的过程。你也被工作总结而困扰吗。有请驻留一会，阅读小编为大家整理的介绍信英语7篇，希望能为你提供更多的参考。以下是小编整理的介绍信英语(合集五篇)，仅供参考，大家一起来看看吧。

【篇一】介绍信英语

good morning !

it is really my honor to have this opportunity for an interview,

i hope i can make a good performance today. im confident that i can succeed. now i will introduce myself briefly (先介绍你自己)

i am 26 years old, born in xx province .

i was graduated from xx university. my major is xx.and i got my bachelor degree after my graduation in the year of xx.

i spend most of my time on study,i have passed cet4/6 . and i have acquired basic knowledge of my major during my school time.

(然后介绍下你为什么要去这个公司balabala。。)

i think im a good team player and im a person of great honesty to others. also i am able to work under great pressure. (最后表个决心)

that ' s all. thank you for giving me the chance.

除了自我介绍，最经常问的就是你的优缺点了。

1、 what is your greatest strength? (你最突出的优点是什么?)

这是很多面试考官喜欢问的一个问题，这是你展示自己的最佳机会，不要吹嘘自己或过于自负，但要让雇主知道你相信自己，你知道自己的优点。如可答：“我认为我最大的优点是能够执着地尽力把事情办好。当做完一件工作而其成果又正合我的预想时，我会有一种真正的成就感。我给自己定了一些高目标。比如说，我要成为出色的毕业生。

2、 what is your greatest weakness? (你最大的弱点是什么?)

你不应该说你没有任何弱点，以此来回避这个问题。每个人都有弱点，最佳策略是承认你的弱点，但同时表明你在予以改进，并有克服弱点的计划。可能的话，你可说出一项可能会给公司带来好处的弱点，如可说：“我是一个完美主义者。

【篇二】介绍信英语

To Whom It May Concern:

I have had the distinct pleasure of having Kaya Stone as a student in my debate classes and on my debate team for three years at Eastern Little Hope High School.

Kaya has been more than the ideal student. In order to achieve the highest grades and my deepest respect, she has demonstrated outstanding leadership and maintained a clear sense of purpose.

The academics at Eastern Little Hope are most challenging, and Kaya fulfilled all the requirements with the added challenge of honors and advanced courses. Kaya is an outstanding extemporaneous speaker and debater. She has won many awards on the speech and debate circuits, and qualified for national tournaments. Success in these interscholastic activities requires extensive research and persuasive skills. Kaya also holds the degree of Special Distinction, as a member of the National Forensic League.

Due to its nature of metro, state, and national interscholastic competition, the successful high school forensics student serves by not only representing his or her school but also by representing his or her community as well. One of the requirements in my advanced class is to prepare lectures and guidance for the beginners. With Kaya's superior knowledge and involvement in the political sciences, she developed a strong sense of confidence with a charming attitude. Therefore, I could always depend on her to set the best example as an instructor. Because of her natural leadership abilities, Kaya was selected as our Debate Captain. On account of her mature approach to her responsibilities, I often thought of Kaya as a colleague.

Since her classmates, my fellow teachers, and I will always hold her in the highest esteem, I sincerely recommend Kaya Stone as the ideal candidate for matriculation at Eastern Little Hope State.

Respectfully submitted,

Dan Peel, Ph.D.

它可能涉及到谁：

我已经有Kaya Stone为我在辩论班和我辩论队的学生三年在东部小希望高中的独特乐趣。

可雅已超过理想的学生。为了达到最高的成绩和最深的敬意，她表现出杰出的领导能力，并保持清晰的目标感。

在东部的小希望学术界最具有挑战性的，和可雅完成所有要求的荣誉和高级课程的挑战。可雅是一位杰出的即兴演讲和辩论。她在演讲和辩论巡回赛中获得过许多奖项，并获得全国比赛的资格。在这些校际活动的成功需要广泛的研究和说服能力。他还拥有特殊的区别程度，为全国法医联盟的成员。

由于它的地铁，状态的性质，和国家的校际竞争，成功的高中学生提供取证不仅代表他或她的学校也代表他或她的社区以及。我的高级课程的要求之一是为初学者准备讲课和指导。可雅在政治科学的卓越的知识与参与，她产生了一种强烈的自信感与迷人的姿态。因此，我可以永远依靠她来树立一个最好的教练的榜样。因为她天生的领导能力，可雅被选为我们的辩论队队长。在她的成熟，她的责任的方法，我经常想到身为同事。

因为她的同学们，各位老师，我将永远把她抱在最高的敬意，我真诚地推荐Kaya Stone为东点希望国家高考的理想人选。

尊敬的提交，

Dan Peel , Ph.D.

【篇三】介绍信英语

Dear Anna,

I want to take this opportunity to inform you that Peter will be joining us shortly. He has worked in this field for twelve years and we are delighted that he has decided to join our company at this stage of our development.

He is a person of efficiency and responsibility and I have no doubt you will find a good partner in him.

Peter is currently involved in a project which might be of interest to you, and he shall be contacting you immediately after his arrival. I am sure it will be a happy and valuable experience for both of you.

Sincerely yours,

Henry

首段通告了Peter将要来到的消息，并对他做了简要介绍。次段继续介绍，并相信他将会成为收信人的好搭档。第三段说明了Peter将与收信人联系，并对双方的合作表达了信心。可以看出，这封信的写信人很可能是收信人的上级，所以行文不如上两封信那样客气。在上两封信中，写信人与收信人的关系都是平等的。

首段首句中的宾语从句中使用了将来进行时，请大家学习，第三段中也有这样的用法。次句中的stage表示“阶段”。第三段首句中的contact表示“联系”。次句中有形容词的平行用法。

【篇四】介绍信英语

Dear Sir/Madam:

As a teacher at xxxx school, I am writing to provide you a recommendation for Miss/Mr.xx so as to help you assess her/his application for acceptance into your program and consideration for financial aid.

Considered a promising student with originality and sophistication in her/his thinking, (she/he was asked, in the spring semester of 20xx, to develop a subsystem of a DBMS project for her B.S.thesis, for which I was the chief leader. T

his subsystem was designed to manage the information of materials in Foundry Plant of Dongfeng Auto Works.To do the job, she/he read many books about software engineering and took some courses in Database Principles and Management. Keenly aware that the design of a DBMS decides the quality of the whole software system, she did her/his utmost from the beginning of the project.)(参加过什么活动). From analyzing users requirements to designing the whole system, from the detailed designing to the final programming, she was very level-headed and full of innovation every step of the way. Taking full advantage of her ability and creativity, she firmly focused herself on her objective and gnored all distractions. She successfully reached her goal. In the final software testing, only a few bugs were found in her subsystem. My appreciation of her talelent was thus confirmed.Miss is a very personable woman, friendly and helpful, and she has always been a team player in her work.

I would greatly appreciate it if you could give her application for candidacy to your Ph.D. program favorable consideration. Should you need any further information in your deliberation, please do not hesitate to contact me.

Sincerely xxxx

【篇五】介绍信英语

Dear(对方名字) :

how about you recently?from you letter,i learned you want to know

my hometown ,i am very happy introduce it to you.

my hometown is a very historical city,you konw,in this place many great person have their name konwn,the most famous is zhou nenlai,isn`t it?and now,our city is developing very fast,it become very modren ,too.you can find anything you want,the citizen is also very frendily and kind,there are many place you can go,no matter ancient or modren.

so,my frend,come on,i am waiting for you !!

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