# 求职信范文英语简单(热门25篇)

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*求职信范文英语简单1Dear Sir，Four years as a senior clerk in sales department of the New World Products Company have，I believe，giv...*

**求职信范文英语简单1**

Dear Sir，

Four years as a senior clerk in sales department of the New World Products Company have，I believe，given me the experience to qualify for the job you advertised in Thursday\'snewaper．

Since 98 I have been reonsible for all office details in the administration of sales，including writing much of the correondence。 In the course of my work，I have become familiar with the various sales territories，and have also in my are time experience of handling business problems other than my proper here．

The years before I was employed at the New World，I was a secretary for Long Brother，an accounting firm．There I became familiar with accounting terms and procedures．I was graduated at Wah Yan College，in June 974．I am twenty－five years of age and single．I am leaving my present position because I can use my capabilities more fully in a position with wider scope．

My present employer knows of my ambition and is helping me to find a new place。May I see you at your office to tell you more about myself and show you just how well I can do the work you require。

Yours faithfully

**求职信范文英语简单2**

Dear Sir or Madam

I am writing this letter to recommend myself as a qualified candidate for the position advertised on the newspaper—part-time English reporter.

I am a student from Xinhua Middle School, aged think I\\m qualified for the job .First of all, as a student, I\\ve read a lot and have much knowledge in many fields. I\\m enthusiastic about English and do well not only in speaking but also in writing. Besides, I\\m easy to get along with an enjoy working together with others. Last but not least, I once worked as a reporter for my school broadcasting station. So I\\m sure I can do the job well if I get the position.

I would appreciate it if you could allow me an \\m looking forward to your reply.

Chinese is one of the world\\s major language. It is spoken by the largest number of people in the world, more than 1 billion, most of whom live in China. there are about 50,000 characters in written Chinese, about 20,000 of which are known to most people. There are 8 main varieties of Chinese, which are different from each other in pronunciation. Putonghua, closely similar

**求职信范文英语简单3**

Dear Sir/Madam,

I am writing you to show my keen interest in the part-time job during summer vacation in your shop which you recently advertised in the local newspaper. I strongly believe I meet the qualification listed in your advertisement.

I was born in June, 1985 and am going to graduate from School of business in Jiujiang University in June, 20\_ with satisfactory results in all the courses. I have been doing part-time jobs in several companies before, so I have gained much experience. Furthermore, I’m industrious, friendly and have a GREat sense of responsibility. I believe I am qualified for the post.

Enclosed you’ll find a copy of my resume. I’m available for an interview anytime at your convenience. Or, if you are too busy these days, you can contact me at 13601869708 for further information.

Thank you for your time and consideration. I am looking forward to hearing from you.

Truly yours

Li Ping

**求职信范文英语简单4**

Dear Sir/Madam,

Are you searching for a telecommunications manager with expertise in project management and team leadership?

I specialize in creating and implementing high-performance strategies that directly impact growth and profitability of large telecommunications companies. In addition to my knowledge of business processes, I also offer proficiency in telecom software development and cutting-edge technologies.

I am relocating to Shenzhen and would be interested in opportunities with your firm. Currently, I serve as manager for BIT Company\'s Information Industry Division. Briefly, some of my accomplishments include:

Developed a tool to track and forecast price,quantity,and revenue, which enables client to monitor business performance

Implemented a customized end-to-end testing process and SQL database

My business acumen, technical expertise, and leadership capabilities have contributed to a number of successful projects. The enclosed resume outlines my credentials and accomplishments in greater detail. I would welcome an opportunity to meet with you for a personal interview.

Sincerely,

Gu Bin

**求职信范文英语简单5**

Dear Sir,

If an ability to learn fast and to work efficiently is important to you, then I may be the right one for the position you offered .Please consider my application for the position.

I am supposed to graduate from Bussniess School of HuBei Uniersity of Tcchnology in international economy and trade in July 20XX. The three -year education endowed me with a general knowledge and good command of professional knowledge，as well as basic computer knowledge. I have passed all the courses and achieved excellent grade. Outside classroom, I was very active and took part in different extracurricular activities. I have been doing many part-time jobs such as sales and others that you can see in my resume. All these experiences contributed much to the development and promotion of my organization and communication ability.

I am a woman who has a strong and creative mind, plus flexibility of cooperation, public relations skills and so on. I would bring a delighted new interest and enthusiasm, and that, of course, would mean more efficient and better work for you. Have you an opening for a young woman who believes that she has something to offer? If you wish to see me, I will be very pleased to come in for an interview. I should esteem it a great favor if you could give me an opportunity to try to serve you in the position.

Thank you for your consideration

Yours sincerely

**求职信范文英语简单6**

dear leaders:

hello!

thank you for taking the time in his busy schedule to read myLetter of self-recommendation this.

i was in heilongjiang province institute of education, department of 06 pre-school session of the students, the occasion of careers, i, an education full of boundless enthusiasm of youth, with one pairs of the persistent pursuit of education, in good faith recommend your own.

over the past three years in school, i studied hard and seriously treasury study, each semester is to complete the outstanding results of the study subjects, and continuously improve all aspects of their own from. not only in professional courses. skills class outstanding achievements, but also other theory and other disciplines to expand their knowledge. while studying at the school is a member of the school dance. province has participated in performances and other cultural activities, not only let me in the dance disciplines results in improved skills and enhanced their higher psychological quality. and won 2nd in harbin ^v^bee flower cup^v^ young children in an integrated talent contest. youth dance group, ^v^gold award^v^ honor! in the after-school time, i like reading books, from the book draw nourishment to equip themselves with new ideas, to develop mind.

practice is the sole criterion for testing truth, so i use vacation time to a private kindergarten and special dance classes, training teachers to serve as its efforts to obtain work experience. for the future of early childhood education to engage in the cause of fully prepared. arranged in school internship base, the air force blue kindergarten internship period, reflected in their overall quality higher. received training units at home.

university life will soon be passed, and i a solid self-confidence in their own professional knowledge, rich in psychological knowledge, organization and management of high capacity and teaching ability, competence and good will certainly be able to complete your work to me, please your school g

ave me a chance.

**求职信范文英语简单7**

dear sir or madam,

i’m a student from xinhua middle school. i learn(ed) from the newspaper thatyou want a few part-time english a student, i’ve read a lot, which .english, especially spoken english. besides, being an outgoing student, i’m easyto get along with and always have above all, i once worked as a reporter for my schoolbroadcasting station, and therefore i have accumulated much experience.

sincerely yours,

lihua

**求职信范文英语简单8**

dear sirs,

please allow me to apply for the position of office clerk which you advertised in ^v^yangcheng evening news^v^ of april am 28 years of age and unmarried. after receiving my . from xiamen university, i worked for three years as an office clerk at china great wall computer group (shenzhen) company. for the last two years i have been a secretary to the general manager of haicheng foodstuffs company, ltd. in shenzhen. i am looking for a position of office clerk to increase my experience in have a wide knowledge of business and thoroughly experienced in all types of office work. copies of my testimonials are enclosed, and if you are interested in my application, please give me an opportunity of a personal interview at your convenient .

yours,

xxx

**求职信范文英语简单9**

Dear Sir or Madam

I am writing this letter to recommend myself as a qualified candidate for the position advertised on the newspaper—part-time English reporter.

I am a student from Xinhua Middle School, aged think Im qualified for the job .First of all, as a student, Ive read a lot and have much knowledge in many fields. Im enthusiastic about English and do well not only in speaking but also in writing. Besides, Im easy to get along with an enjoy working together with others. Last but not least, I once worked as a reporter for my school broadcasting station. So Im sure I can do the job well if I get the position.

I would appreciate it if you could allow me an looking forward to your reply.

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**求职信范文英语简单10**

Dear Sir / Madam:

Hello!

Dongbei University of Finance I was a senior student, we are going into the community and I look forward to the future is full of, I believe that ^v^Well begin is half done^v^, (a good beginning is half the success). I hope that the success of your company is the starting point, to have the luck with your company to create brilliance together.

I was born in the beautiful scenery of the border town - Linjiang, 97 years with outstanding results, I went to the Northeast University of Finance and Economics School of Economics and Management of Financial Accounting professional, then opened a new chapter in my life. I have been as a school class party branch secretary of the corporation, a busy train and exercise not only my ability to work and more training to solve the problem of my ability, so that the problems faced when I can calm analysis, careful thought, and this all for me the choice of professionals have had a profound impact.

At the same time do a good job, but also actively participate in school activities and to encourage students to participate, for their advice; in their daily lives, to closely unite the students, I believe that the collective force is powerful, and only you screw into a rope, in order to do a good job.

The needs of socialist modernization is a comprehensive quality management expertise, professional knowledge in the study at the same time, the main English and computers, in English, to strengthen training for my listening, speaking, reading and writing ability; in the computer, from the basis of knowledge to start, and further mastered the OFFICE of the function, but also self-learning of basic knowledge of the INTERNET can be used flexibly. Professional after the elections, in order to broaden their own knowledge, I also participated in the study Accounting mastered basic accounting software applications and EXCEL applications. In order to make their expertise to study together, I have also studied the case of the MBA teaching materials, such as strategic management, corporate governance, financial management, capital operation and so on, and apply it in their practical work.

^v^Sea ping with width, height鸟飞days^v^, I hope you can give me an opportunity to display their talent, I will work hard, study hard and expertise, I trust the company placed high expectations.

Sincerely,

**求职信范文英语简单11**

Dear Sirs,

Please allow me to apply for the position of office clerk which you advertised in ^v^Yangcheng Evening News^v^ of April 9.

I am 28 years of age and unmarried. After receiving my . from Xiamen University, I worked for three years as an office clerk at China Great Wall Computer Group （Shenzhen） Company.

In the last two years I have been a secretary to the General Manager of Haicheng Foodstuffs Company, Ltd. in Shenzhen. I am looking for a position of office clerk to increase my experience in business.

I have a wide knowledge of business and thoroughly experienced in all types of office work. Copies of my testimonials are enclosed, and if you are interested in my application, please give me an opportunity of a personal interview at your convenient date.

Sincerely yours.

**求职信范文英语简单12**

dear sir,

on my graduation form college this fall, i am desirous of securing a position that will offer me opportunity in the field of import and export trading. knowing something of the scope and enterprise of your huge export department, i thought perhaps you would keep me in mind for a possible opening.

i am strong and alert, and shall be twenty years of age in july next year. at present i am a student in the college of \_\_\_\_\_ but i shall graduate from the college this coming july, finishing the requirements in three years. i have had no business experience, but my college record has been good. a copy of my antecedents is enclosed for your reference.

, president of the college of \_\_\_\_\_ will be glad to tell you more about my character and ability, i shall be glad to call at any time for an interview.

very truly yours,

**求职信范文英语简单13**

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 inpiduals 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

**求职信范文英语简单14**

Dear Mr. Morgan,

Fillip Stiller advised me of a foreman position thats available at your company. From my enclosed résumé, you will find that my experience meets the requirements youve outlined for the position.

As the former manager of a small business, I appreciate the importance of a following that comes from the recommendations of satisfied clients. I am considered a diplomatic manager, which enables me to get along well with clients, supervisors, and staff. My ability to maintain high morale among workers increases retention and contributes to safety, a crucial factor in the success of construction work.

I would welcome the opportunity for a personal interview with you at your convenience.

Sincerely,

Allan Everson

**求职信范文英语简单15**

尊敬的领导：

您好!Hello!

首先请允许我向您致以真诚的问候和良好的祝愿!衷心的感谢您在百忙之中翻阅我的这份材料，并祝愿贵单位事业欣欣向荣，蒸蒸日上!

First please allow me to extend the sincere regards and thegood wish to you! Heartfelt thank you in spite of being very busy toglance through my this material, and wishes the expensive unitenterprise to be prosperous, progresses day by day!

我是中山大学电子信息工程专业20xx届毕业生，近期获知贵公司正在 招聘 人才 ，我希望能有机会到贵公司工作。

In school period, I diligently study the specialized knowledge, andinvested the huge enthusiasm and the energy for it While earnestlystudies the textbook knowledge, I positively participate in inside andoutside the school practice, and has obtained some result. 我知道得很清楚,“只有往往有机会准备的头脑。“在学校里,我抓住一切机会学习各方面知识,训练能力的各个方面的现代社会对创新人才培养的需要。我到达English6,计算机通过国家,在努力学习专业知识的同时,我有一个广泛的哲学、法律、文学、经济学等领域,完成经济领域以外的其他专业课程和辅修英语,贸易的。

I know very well that ^v^only tend to have the opportunity to prepare the minds.^v^ In school, I seize every opportunity to learn all aspects of knowledge, training of all aspects of their ability to own a modern society towards the needs of innovative talent development compound. I reached the English6, the computer 2 through national, Expertise in the effort to learn at the same time, I have a broad range of philosophy, law, literature, economics and other fields, to complete a professional other than the economic field and more courses and a minor in the trade in English,我渴望学有所用，渴望自己的知识能够得到实践的检验，更憧憬实践能够丰富我的工作经验和能力的美好未来。

My hope study has uses, to long for own knowledge can obtain thepractice the examination, looked forward to the practice will be ableto eich my work experience and the ability glorious future.

“长风破浪会有时，直挂云帆济沧海”，我真诚地希望加盟贵公司，我定会以饱满的热情和坚韧的性格勤奋工作，与同事精诚合作，为贵单位的发展尽自己的绵薄之力。

^v^The great ambition can sometimes, directly link up the cloud sail toaid the sea^v^, I sincerely hoped alliance your firm, I surely can by befull warm and the tenacious disposition diligent work, with colleague精诚 cooperation, for the expensive units strength of developmentown meagre strength.

随信附上 简历 和其他材料一份，如需更深了解，期盼您的 面试 !

Along with letter enclosed resume and other material, if must a deeperunderstanding, hope for your interviewing!

**求职信范文英语简单16**

尊敬的领导：

您好!

首先感谢您在百忙之中浏览我的求职信!我叫xxx，来自xxx，是xx应届毕业生。x年的大学生活对我来说，殊为不易，在平淡和幸福中，我走过了x年。在毕业之后，我才发现，现实就是这样，不去竞争就面临淘汰，我已经适应了这种形势，我相信随着我不断的努力，我能够做的更好，现实本来就是这样，我能够做好自己，我相信自己的能力!

今天我是怀着平静而又激动的心情呈上这份求职信的。贵公司是我向往已久的在业内具有很高知名度的公司，贵公司的良好声誉和适宜的工作环境是我选择贵公司的主要原因。之所以平静，我的知识和能力不会让你们失望，将无愧于您的选择。之所以激动，我决定以无悔的青春走到你们中间，实现共同的辉煌。在这里，我不能向您出示任何有权威人士的推荐书来为我谋得职业，也拿不出一摞摞的获奖证书来做为我的筹码，而只能凭着自己x年来刻苦学习的结果和吃苦耐劳的本性来做为我的奠基石，如果说我有什么优点的话，那就是我年轻，年轻是我的资本。

我是一个农民的孩子，血管里流着的是泥土的芳醇和农民的憨厚，也教了我坚韧不拔的处事准则和方法，家庭的贫困、父母的期望、社会的竟争是我学习的动力。我十分珍惜在大学中的学习机会。在校的x年里，我认真学习，勤奋刻苦，从各门课程的基础知识出发，努力掌握其基本技能技巧，深钻细研，寻求其内在规律一个人只有把聪明才智应用到实际上工作中去，服务于社会，有利于社会，让效益和效率来证明自己，才能真正体现自己的自身价值!我坚信，路是一步一步走出来的。只有脚踏实地，努力工作，才能做出更出色的成绩!

就自身而言，我认为自己的兴趣与爱好其实是比较广泛的，具体的讲自己对电脑、军事文学以及音乐方面比较感兴趣，同时还比较关心体育方面的新闻。而我的爱好也是基于这些兴趣之上的喜欢篮球，喜欢看书，喜欢听音乐，喜欢交朋友。

我的性格是比较诚实、正直的，相对谦虚但不乏张狂，在做事情时认真勤奋责任心强，同时有一定的创新意识。在自己的生活与同学及其他人的交往中是比较大方的在x年的学习中我很好的掌握了专业知识，学习了成本会计，管理会计，财务管理，会计电算化，审计学等专业课程，我特别注重专业知识的积累，有务实的专业基础并且努力培养自己的独立。自主的能力和积极向上的心态。我认真对待学习，专业课成绩平均分在xx分以上，思想品德良好，在校期间，我取得了教育部考试中心认证的计算机二级合格证，英语四级合格证，会计从业资格证。本人可以熟练使用办公软件，对电脑有一定的操作能力，熟练五笔输入法。熟悉并能够熟练运用会计政策法规，熟悉工业企业的成本会计，管理会计和财务管理会计等。

在学校各方面的活动中我积极参与其中。我作为学生会中的一员积极参与各项活动的组织并策划一切的。在班级我作为班级的管理者积极参与班级活动，为班级带来了很多荣誉。我和同学们形成了良好和谐的友情，促进班级形成良好团结的氛围。在学校的良好表现是我获得了“院优秀共青团员”等众多的荣誉。不管在学生会还是班级的活动中我都表现的积极向上、奋发进取，不断从各个方面完善自己，并取得长足的发展，全面提高了自己的综合素质。受到了同学和老师的一致认可和赞赏。各种更重要的是在工作中，使我学会了思...

**求职信范文英语简单17**

Dear Sir，Your advertisement for a Network Maintenance Engineer in the April 10Student Daily interested me because the position that you de-scribed sounds exactly like the kind of job I am seeking。According to the advertisement，your position requires a good university degree，Bachelor or above in Computer Science or equivalent field and proficient in Windows NT Linux feel that I am competent to meet the will be graduating from \_ University this year with a studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual and SQL Server。During my education，I have grasped the principles of my major subject area and gained practical only have I passed CET - 6，but more importantly I can communicate fluently in ability to write and speak English is a good standard。I would welcome an opportunity to attend you for an interview。Enclosed is my resume and if there is any additional information you require，please contact me。Yours faithfully，Xiao ming

**求职信范文英语简单18**

Dear Sir/Madam,

My name is Liu Ying and I will graduate from Xi’an University in the year of 20\_. My major is secretary in English department.

It’s my great pleasure to have this opportunity to improve our mutual understanding. During the three –year college study，I tried my best to learn all kinds of knowledge，and weigh the hard work of my teachers and myself; I have mastered English listening，speaking，writing and reading skills.

Moreover， I have a good command of Business English and the basic theory， public relationship of secretary. Meanwhile, in order to enlarge my knowledge, I always read some newspapers and magazines about business and trade， and I used to do some representative of business in my spare time. At the same time, I learnt computer skills during my summer vacation，and now I’m familiar with Office 20\_. It is my three –year college life that makes me form my life attitude. Also my three-year college life that makes me rich in knowledge，and it’s also my three-year college life that makes me form my life attitude. Honesty, Trust, Diligence is principle of how to be a man.

As a college graduate，I believe “where there is a will, there is a way”, and I will try my best to do a good job in my business. So I sincerely hope that I can make a position in your company so that I can serve for the company in the future.

Yours faithfully,

Liu Ying

**求职信范文英语简单19**

Dear Sir or Madam，

I have learned from an advertisement that your pany is in need of a secretary。 I would like you to consider me for the position。

My name is Li Min。 I am twenty-three years old。 I am studying business management in Xiamen University。 I will graduate this summer。 I am familiar with puter operation and officesoftwares， which can help me do the office work very well。 And I have learned English for ten years。In the past two years， I have been an editor for the English Paper of my department。 My grades e out top in my department。 What\'s more， I like office work very much and I also think that I can be petent for the job。If I could have the opportunity to get the job I will be quite appreciative。

Thank you for your consideration。 I look forward to hearing from you。

Yours faithfully

Li Min

亲爱的先生或女士：

我从一则广告上得知你们公司需要秘书。我期望您研究一下我。

我叫李敏，23岁，此刻在厦门大学学习经济管理，今年夏季即将毕业。我精通计算机操作及办公软件的使用，这能够帮忙我做好办公室工作。我学了十年英语。在过去的两年里我一向担任本系英语报的一名修改。我的成绩在系里名列前茅。另外，我十分喜欢办公室工作并且我也认为我能胜任这个工作。如果我能有机会得到这份工作，我会十分感激。

多谢您的研究。我盼望着您的回信。

您忠实的朋友 李敏

**求职信范文英语简单20**

Dear Sir,

My name is juanjuan Xu and I will graduate from Xi’an FanYi University in the year 20\_，My major is secretary in English department.

It’s my great pleasure to have this opportunity to improve our mutual understanding. During the three –year college study，I tried my best to learn all kinds of knowledge，and weigh the hard work of my teachers and myself; I have mastered English listening，speaking，writing and reading skills.

Moreover，I have a good command of Business English and the basic theory，public relationship of secretary. Meanwhile，in order to enlarge my knowledge，I always read some newspapers and magazines about business and trade，and I used to do some representative of business in my spare time. At the same time，I learnt computer skills during my summer vacation，and now I’m familiar with Office 20\_. It is my three –year college life that makes me form my life attitude. Also my three-year college life that makes me rich in knowledge，and it’s also my three-year college life that makes me form my life attitude. Honesty，Trust，Diligence is principle of how to be a man.

As a college graduate，I believe “where there is a will，there is a way”，and I will try my best to do a good job in my business. So I sincerely hope that I can make a position in your company so that I can serve for the company in the future.

Sincerely yours,

xxx

**求职信范文英语简单21**

Sir/Madam:

Thank you for reading my cover letter and resume. I study in \_X, business English majors in \_.6 month graduation.

Multiple times in social work, cause me to understand when you need personal defying hardships to strive, cannot escape from any, brave to face it.

I have enough courage and confidence to face the challenge, complete the boss gave me each work.

For career and the future, I will pursue; for failure and setbacks,l embrace. I have enough courage and perseverance to embrace life every challenge!but please believe that I will surely is the most hard! the most active! if huina, I will take every care. stepping into the 21st century china, the competition will be more and more intense, large quantities of outstanding talented person;enable the human resources management talent facing severe tests and will take ^v^strives hard took aim at will attack, firm the confidence move ahead in defiance of difficulties^v^ continue to work hard.

the past does not represent the future, diligence is the real meaning, the practical work, i believe I can adapt themselves to the working environment, familiar with the business in the practical work, and keep learning, and constantly improve themselves, completes the work.

thank you!

尊敬的先生/女士：

首先感谢您阅读我的求职信及简历。 我就读于\_x商务英语专业，将于\_.6月毕业。

多次在社会工作，使我明白什么时候需要个人不畏艰辛去奋斗，不能逃避任何，勇敢去面对.

我有足够的勇气和信心面对挑战，完成上司交给我的各项工作。

对于事业与未来，我会执着追求;对于失败与挫折，我会坦然面对。我有足够的勇气与毅力，去迎接生命里的每一次挑战!我不敢断言我是最优秀的，但请相信我定将是最努力!最积极的!若为惠纳，我将尽心竭力。 步入21世纪的中国，竞争会越来越激烈，对大批优秀人才的需求，使人力资源管理人才面临严峻的考验，将以“奋力攻艰志在必夺，坚定信心知难而进”继续努力。

过去并不代表未来，勤奋才是真实的内涵，对于实际工作我相信，我能够很快适应工作环境，熟悉业务，并且在实际工作中不断学习，不断完善自己，做好本职工作。

此致!

謝謝!

**求职信范文英语简单22**

Dear Sir,

If an ability to take direction well,and to carry out orders faithfully,is important to you,then I may be a good manwoman for the job you advertised in xxxx.

The job sounds particularly interesting because it is precisely the kind of work I have wanted to do for working expericence thus far has,I think,given me the attitudes and the understanding that would enable me to learn the details of the position you^v^ve adertised.

I^v^d very much appreciate the chance to talk to you,and to get your opinion on whether my background and inclinations would be suitable for the job you offer.

I can be reached by telephone at 12345678.

Sincerely,

(Signature)

**求职信范文英语简单23**

Dear Sir or Madam,

My name is Qiu job. I am currently a graduate of Nanjing University of Posts and Telecommunications in early July of 20\_. I am writing to express my interests in your company. The job sounds particularly interesting. It is precisely the kind of work I have wanted to do for many years. My experiences obtained from inside or outside university thus far have, I think, given me the attitudes and the understanding that would enable me to learn the details of the position you are in demand.

If an ability to take direction well, and to carry out orders faithfully, is important to you, then I may be the good person for the job you’ve advertised.

I’d very much appreciate the chance to talk to you, and to get your opinion on whether my background and qualification would be suitable for the job you offer.

I can be reached by telephone at 86-138-0903-0984 or you can also send email to zhanggang0519@ .

Thank you for your time and consideration.

Sincerely yours,

Zhang Gang

July 13, 20\_

**求职信范文英语简单24**

Respected leaders:

Hello!

First of all thank you in spite of being very busy toglance browse my letter of recommendation for a full of enthusiasm,opens up a door of hope college door.

My name is li xx,is chengdu vocational and technical college property management professional this employment with a pleasure for me,my singleness of heart and to the cause of the persistent pursuit,sincerely recommend myself.

Five years of university life,in the strict teachers efforts of inpiduals and instructive,my system has studied the property management professional theory and practice knowledge,but also learn the enterprise management knowledge,and with the demands of the society for talents for guides,trying to make myself to direction development,multiplex talents in spare time,learning computer knowledge,be familiar with the Windows operating system,also took marketing,the economics principle of management course,master of relevant theoretical certain work ability and the organization coordinated ability,and down-to-earth run every thing.

Actively participate in operational stronger practice,strengthen their practical ability,because I know,in society,only theory knowledge is not enough,need to put all the theory and the practical application of the employment in order to lay a good foundation in the have attended many social activities and their communication ability

The past does not represent the future,diligence is real connotation to practical work,I believe I can adapt themselves to the working environment,familiar with the business,and in practical work constantly learning,and constantly improve themselves,completes the you can give me a company to prove yourself,the chance to show believe that I must can contribute to the growth of your and I wish your esteemed unit career:

Flourishing prosperity

this

salute

XXX

date

**求职信范文英语简单25**

尊敬的人事部经理：

您好!感谢您在百忙之中能抽空审阅我的求职信。

我是湖北XXX技术学院外语系08级商务应用英语专业的应届毕业生，对社会还很陌生，也充满了新鲜感，在此，我向贵公司自荐，并将我的材料呈上，敬请审阅。 大学三年的生活短暂而充实，一千来个日日夜夜已经过去，现在的`我将带着对未来的无限憧憬，进入社会。现代社会，各行各业存在激烈的竞争，但我不畏惧，因为我有乐观的精神，踏实的为人作风，勤奋好学的学习态度。大学生活的三年，我更加明白了教育的意义，那就是在学到知识的同时，懂得了如何去思考，独立解决问题。十多年的学习生涯让我懂得了团队合作，懂得了人际交往的重要性。对于这份工作我还是新人，但是我相信我所学到的知识和在学校里学到的关于知识以外的东西，能让我胜任这份工作，而且我相信我有足够强的学习能力、适应能力，能在最短的时间里熟悉这份工作。 我没有名牌大学的文凭来保荐，也没有丰富的工作经验来装潢，但我有我的年轻和热忱，自信而不狂妄。^v^十年磨一剑，今日把示君^v^，我愿凭我的年轻与热忱，以我最真挚的心接受您的挑战。

尊敬的人事部经理，^v^禽择本而栖，贤臣择主而事^v^，我真诚希望成为您们的一员，用自己勤勉的汗水和同仁一道为贵公司的锦绣前程奋斗不息，奉献我的年轻与热忱!尊敬的人事部经理，雄鹰展翅急需一方天空，良马驰骋尚待一方路径，我相信贵公司是我不会后悔的选择。^v^给我一个机会，还您一个回报^v^。

谨祝工作顺利!

敬礼!

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