# 求职信英语作文范文高中(共6篇)

来源：网络 作者：九曲桥畔 更新时间：2024-02-14

*求职信英语作文范文高中1Every year on the fourth Thursday of November is Thanksgiving Day. It’s a festival for American and Canadian...*

**求职信英语作文范文高中1**

Every year on the fourth Thursday of November is Thanksgiving Day. It’s a festival for American and Canadian with the purpose of thanks for harvest. While canadians celebrate on the second Monday of October.

I have a penfriend in America. He wrote to me his Thanksgiving Day last year. He told me that it was a time for family reunion. Families would come back home to celebrate the festival together. Most of the time it was his mother who prepared the dinner. Turkey is must for the festival. It looks like huge chicken.

His mother also made pumpkin pie and many other delicious food for them. After the dinner, they talked with each other with the old thing or the future plan. He said sometimes they would invite some friends to share the happiness of Thanksgiving Day.

In a word, he had a great time on Thanksgiving Day.

翻译：每年十一月的第四个星期四是感恩节。这是美国和加拿大为了感谢丰收的节日。但是加拿大人却是在十月的第二个星期一庆祝。我在美国有一个笔友。他写信告诉我他去年感恩节的情况。他告诉我那是家庭团聚的时间。家人们都会回家庆祝节日。大多数时候，是他的母亲准备晚餐。火鸡是节日的必需品。

它看起来像一只巨型鸡。他的母亲也做了南瓜派和许多其他美味的食物给他们。晚饭过后，他们会互相谈论过去的事或未来计划。他说有时候他们也会邀请一些朋友来一起分享感恩节快乐。总之，他在感恩节过得很开心。

**求职信英语作文范文高中2**

landscape architect carl furman 123, ellis street boston, ma, 01234(123)456 789 objective: a challenging and responsible entry-level architectural landscaping position where my experience, capabilities and career interest can be : , albuquerque, nm in environmental science studies to be awarded may, of albuquerque, albuquerque, nm architectural landscape design program(1980-1983)skills: strong mechanical with power mower, small tractor and other small in planting and care of trees, shrubs, bulbs, annual and perennial(四季的)flowers and : acme gasoline corporation, prescott, az(1987-present)station manager responsible for all phases of operations for full service gas station including maintaining appearance standards and landscaping, customer service, hiring and supervising personnel, fuel product and merchandise gasoline corporation, prescott, az(1986-1987)management, interviewing and hiring and eeo training shift manager, walker, az(1985-1987)responsible for full service convenience store including store appearance, customer service, ordering merchandise, cost control, and personnel , alameda, nm(1983-1985)maintained station appearance and provided customer works incorporated, alameda, nm(1970-1983)aistant manager supervised twelve as liaison between upper management and : enjoy working pick-up available upon request civil engineer’s resume example richard anderson 1234, west 67 street, carlisle, ma 01741,(123)-456 experience takeda construction belmar, nj;october 1998-present design engineer ? ? ? ? required to prepare daily construction logs for ongoing supervisor for build out of office projects over 25,000 budgets and cost breakouts for subject appraisal and approval proce coordinate filed activities with design changes and internal scheduling manalapese brothers developers ocean, nj;january 1996-september 1998 construction management / staff engineer ? ? ? ? supervised site work for subpision build home in exce of 4,000 sf prepared budget and cost breakouts for planning board inspectors on site to keep development proce proactive was site manager for over 100 custom home build group-office development parsippany, nj;may 1994-january 1996 draftsman / site work coordinator ? ? ? ? verified field measurements of survey team for final of various office and retail improvement size in exce of 100,000 for survey crew training and fill in for crew chief to run traverse calculations and to primarily office and retail build algamesh university, algamesh, ohio engineering;june 1994 篇2：英语求职信写作格式及范文

求职信：

二、求职信

1、求职信是求职者写给招聘单位的信函。求职信是自我表白，其目的和作用要是让人事主管看，因人事主管有太多的求职信函要看，因此要简明扼要。语言注意点求职信不同于简历。在介绍自己情况时，不可面面俱到，否则篇幅过长，反而不易得到重视。应重点突出与所应聘职位相关的自己的特点及特长。语言要有礼貌，要能体现出诚恳的态度和对工作的渴求。

?求职信一般包括以下几个方面的内容：首先要阐述清楚招聘信息的来源，以及所申请的职位；其次简述个人信息；然后进一步强调自己的能力，表达抱负，并请求给予面试机会；最后提出自己的希望，希望得到面试的机会，并且告诉对方你的联系方式。

?求职信的语言属于正式用语，在写作过程中一定要注意用词简洁准确，语气礼貌自信，态度不卑不亢，所给信息具有一定的可信度。尤其是在强调自身经历和优点的时候，更应把握尺度。

2、求职信的内容一般包括以下部分： (1)写信的缘由；

(2)个人情况简介，例如；年龄、性别、文化程度、工作经历、工作技能、个人专长等；(3)推荐人或证明人姓名以供录用方查询；

(4)约定面试时间。通常随求职信附上个人简历和两三封推荐信。

3、推荐模板

1、? date, ? dear …, ? i write this letter to apply for the position that you have advertised in…of…

? i am sure that i meet the qualifications you specified in your am a …., and i have … i have also…

? my references are available and i can send as soon as poible.? thank you for your consideration of my am looking for your prompt reply.? ? ? yours sincerely, ? name…

2、? date, ? dear …, ? i am writing this letter to show my great interest in the position of… ? ….reached at…

? thank you for your favorable consideration.? yours sincerely, ? name… ?

4、常用表达： ? 写信缘由：

?(1)i see your advertisement in yesterday’s china daily that…

?(2)i am interested in the post/ i should like to apply for the post of which you advertised in yesterday’s china daily…

（3）i am writing you to show my keen interest in…, which you’ve advised on… ?(4)i am writing to apply for the position of...you advertised in yesterdays...?（5）having noticed the enclosed advertisement in this morning’s china daily news, i wish to apply for the position referred to.?（6）learning form mrs liu that you are looking for a hr manager,i should like to apply for the position.? 个人情况介绍： ? briefly introduce myself, i am a gradute student of...university majoring in...and expect graduation this june.? only do i have excellent academic performance in all courses, but i also poe the rich experience of...? interactive personal skills and teamwork spirit are also appropriate for this post.? main reason for my confidence in this position lies in...? the past four academic years, i have proved myself to be a straight a student, awarded a succeion of scholarships.? am a good team player, self-motivated and eager to believe i deserve your consideration.? believe that my ability and experience will fully qualify me for the position of….? 结尾：

? would be grateful if you could arrange an interview at your earliest convenience.? am looking for a job as… and would be grateful if you would consider me for such a post in your firm.? am looking forward to your early reply/the interview.? look forward to hearing from you and i do hope i shall have the opportunity of an interview ? find more details in my enclosed resume.? further information, please refer to my attached resume.? you’ll find a copy of my me an interview.? would be grateful if you could arrange an interview at your earliest convenience.? hope i am lucky enough to get a interview if so, please contact me at am looking forward to your call.实例：

1、要求：

? directions: ? you are jane, an undergraduate from sichuan university , majoring in a ?(1)an introduction of yourself.?(2)your qualification for the position.?(3)asking for an interview.? you should write 100 words or so, you don’t need to write the addre.作文： ? may12，? dear sirs, ?(1)i am a graduate from sichuan university of foreign language a ?(3)i want to apply for the position of aistant of your public relationship department am a good team player, self-motivated and eager to believe i deserve your find more details in my enclosed resume.（申请的职位以及自己的工作能力）

(4)i should be very happy if you would arrange an interview with am expecting your early reply!（请求面试）yours sincerely, jane

2、? may12，? dear sirs, ? ? truly yours, ? jane ?

3、? 20\_年

? directions: in this part, you are required to write a letter of application according to the ? 姓名：李华，男，1980年5月16日出生，未婚，家住南昌市复兴路61号。? 昨天见到贵公司的广告，招聘一名计算机程序员，我现在向您申请该职位。

? 我在20\_年毕业于南昌学院计算机系，主修计算机程序设计，学习成绩优秀。大学

**求职信英语作文范文高中3**

Dear Sir or Madam

I am senior from the Department of Business Administration of Beijing University. I am writing the letter in purpose of applying for admission into your esteemed institution/your recently advertised position for a staff member.

I am sure that I am qualified for it. First, enclosed with this letter is my resume, which further details my previous academic qualifications and work experience. Second, not only do my qualifications and experience make me a perfect candidate for it, my cheerful personality is well suited to studying in your prestigious university/working as a staff member. Last, my hobbies include sports and music.

Words fail me when I try to express my heartfelt gratitude to the help you rendered me. Your prompt and favorable attention to my inquiry would be highly appreciated.

Yours sincerely,

Li Ming

**求职信英语作文范文高中4**

Dear Manager,

I\'m a girl of sixteen. I have just finished junior middle school. I\'ve learned English for three years. My English is \'m very interested in being a typist in your hotel. I hope you can meet me when you have time.

I would be very pleased if you could write me back.

Yours,

Wang Xiaoling

**求职信英语作文范文高中5**

Dear :

I am very interested in being considered for

your Sales/Marketing Consultant opportunity as posted

on 智联招聘.Merck&Conc’s rank as third largest作为世界第三大制药集团默克股份

pharmaceutical group in the world is very impreive!有限公司的排名是非常令人印象深刻！

My prior achievements demonstrate I have the skills to我之前的成就表明我有能力去为默克公司的继续成功作出贡献，满足其客户的需求contribute to Merck’s continued succe by meeting itsclients’ the past year I have played a critical role

过去的一年我有对学生会的公共关系部门发挥关键的作用。

on the Public Relations Department of students this role, I collaborated with colleagues primely.在这个角色中，我与同事合作，And succefully established stable and close bonds 成功与一些公司建立了稳定和密切的联系。

with some whole proce of attracting吸引更多赞助商的全过程给了我更多的沟通能力more sponsors has given me more communication skills和信心。

and addition, during the last summer此外，在去年的暑假期间，vacation, I worked as a sales aistant in Sincere我担任真诚药房主要负责江苏区销售助理。

Pharmacy mainly responsible for Jiangsu to know what clients want, how to meet their去了解客户想要什么，如何满足他们的需求，needs, and how to present products positively and以及如何向医生积极和令人信服地展示产品是我学到的最重要的课程。convincingly to doctors are the most important leons

my efforts spared led to an 5% increase in我所有的努力都导致市场份额 5%的增幅。

market look forward to applying the strategies and tactics我期待着应用的战略和策略，帮助默克公司实现其市场营销目标。

to help Merck achieve its marketing would appreciate the opportunity to discu my我会感谢和你讨论我的的机会（任职资格）。

qualifications with you for your time and谢谢您的时间和考虑。期待着与你说话。

look forward to speaking with ，(signature here)

**求职信英语作文范文高中6**

Dear Sir or Madam,

I am senior from the Department of Business Administration of Beijing University. I am writing the letter in purpose of applying for admission into your esteemed institution/your recently advertised position for a staff member.

I am sure that I am qualified for it. First, enclosed with this letter is my resume, which further details my previous academic qualifications and work experience. Second, not only do my qualifications and experience make me a perfect candidate for it, my cheerful personality is well suited to studying in your prestigious university/working as a staff member. Last, my hobbies include sports and music.

Words fail me when I try to express my heartfelt gratitude to the help you rendered me. Your prompt and favorable attention to my inquiry would be highly appreciated.

Yours sincerely,

Li Ming

亲爱的先生或女士，

我从北京工业大学工商管理系高级。我写这封信的目的，申请入读贵机构/广告位置的一名工作人员。考研英语作文

我相信我有能力胜任它。首先，随信附上我的简历，这进一步详述了我以前的学历和工作经验。其次，不仅我的资历和经验使我一个完美的候选人，我开朗的性格非常适合在贵校学习/工作的一名工作人员。最后，我的业余爱好包括体育和音乐。

我无法用言语当我尝试你渲染我的帮助表示衷心的感谢。你的提示和良好的关注我的询问将高度赞赏。

此致，

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！