# 推荐英文求职信

来源：网络 作者：翠竹清韵 更新时间：2024-01-12

*推荐英文求职信一交流式自我介绍的内容，大体应当包括介绍者的姓名、工作、籍贯、学历、兴趣以及与交往对象的某些熟人的关系等等。但它们非定要面面俱到，而应依照具体情况而定。例如：“我叫邢冬松，在北京吉普有限公司工作。我是清华大学汽车工程系90级的...*

**推荐英文求职信一**

交流式自我介绍的内容，大体应当包括介绍者的姓名、工作、籍贯、学历、兴趣以及与交往对象的某些熟人的关系等等。但它们非定要面面俱到，而应依照具体情况而定。例如：

“我叫邢冬松，在北京吉普有限公司工作。我是清华大学汽车工程系90级的，我想咱们是校友，对吗?”

“我的名字叫沙静，在天马公司当财务总监，我和您先生是高中同学”。

“我叫甄鹂鸣，天津人。我刚才听见你在唱蒋大为的歌，他是我们天津人，我特喜欢他唱的歌，你也喜欢吗?”

(4)礼仪式

礼仪式的自我介绍，适用于讲座、报告、演出、庆典、仪式等一些正规而隆重的场合。它是一种意在表示对交往对象友好、敬意的自我介绍。

礼仪式的自我介绍的内容，亦包含姓名、单位、职务等项，但是还应多加入一些适宜的谦辞、敬语，以示自己礼待交往对象。例如：

**推荐英文求职信二**

面试完后的英文感谢信

一

thank you for interview i

dear (boss\'s name),

i appreciated the opportunity to meet with you yesterday about the

position of (job title) with (company name).

i really enjoyed meeting with members of the office and learning about the

job. the entire team certainly seem to be highly skilled and motivated and

the work itself seems as rewarding as it is challenging. from ourdiscussion,i gained a strong sense of (company name)\'s commitment to their

clients and their employees. i also enjoyed our discussion of myopportunities and future within the firm.

i feel strongly that i possess the qualities required as a (job title). i

believe my education and experiences have prepared me well for a future

with you. i eagerly anticipate our next meeting. thank you for considering

me for this opportunity.

sincerely,

(signature)

二

thank you for interview ii

dear (boss\'s name),

thank you so much for seeing me yesterday. the interview

confirmed what others have told me - that (company name) would be a terrific place for someone with my skills and interests.

i am convinced that i could make an impact and add value as a (job title) in your department. as we reviewed my background, i hope that you came to a similar conclusion. it was indeed a pleasure to discuss the opportunities with you. i thank you again for the opportunity and look forward to our next interaction.

again, you can reach me (when) (call time) at (telephone), or you may leave a message on my answering machine, and i will return your call promptly.

sincerely,

(signature)

**推荐英文求职信三**

dear sir/madam,

this is the invitation from xxx co., ltd. we will participate in the xxx exhibition, the world’s leading global xxx convention. you and your company representatives are sincerely welcome to visit our booth. our information about this event is as follows,

exhibition name

booth number

date

address

website of our company

we are specializing in producing xxx parts used in the xxx field. with the rich experience and professional produce, our products’ quality always meets the high standard requirements of our customers. we have learned that your company has enjoyed a great reputation in the fiber communication field for many years. we are very expecting to establish a long term and good business relationship with your company in the near future. it would be a great pleasure to meet you at the exhibition so that we can introduce our products. you may find something meeting your need.

if you have any question or enquiry, please don’t hesitate to contact me. we are looking forward to seeing you there and exchanging our opinions.

best regard,

signature

company name

【英文展会邀请函五】[\_TAG\_h2]推荐英文求职信四

xx经理：

好您！

俺写此信应聘贵司公招聘的经理助理职位。俺很高兴地在招聘网站得知你们的招聘广告，并一直期望能有机会加盟贵司公。

两年前俺毕业于首都经济贸易学大国际贸易业，在校期间学到了许多业专知识，如国际贸易，国际贸易实务，国际商务谈判，国际贸易法，外经贸英文等课程。毕业后，就职于一家外贸司公，从事市场助理作工，主要是协助经理制定作工计划、一些外联作工、以及文件、档案的管理作工。本人具备一定的管理和策划能力，熟悉各种办公软件的操作，英文熟练，略懂日语。俺深信可以胜任贵司公经理助理之职。

个人历简及相关材料一并附上，希望您能感到俺是该职位的有力竞争者，并希望能尽快收到面试通知，俺的联系电话：139\*\*\*\*\*\*\*\*

感谢您阅读此信并考虑俺的应聘要求！

致此

礼敬！

您真诚的朋友：

xxxx年x月x月

**推荐英文求职信五**

补充协议

supplementary agreement

签约方:

by and between：

(1)              l.l.c. (                  ”授权方”)

地址：1000 flower street, glendale, galifornia 91201

l.l.c. ( ”licensor”) a delaware limited liability company, with its principal office located at              glendale, california 91201; and

(2)              limited company(              被授权方”)

地址:中国广州市

guang zhou camsing limited company ( ” licensee”) with its principal office located at                     guangzhou, china.

鉴于，

as,

(a) 20\_\_年3月12日，             与           就            事宜达成一致意见，签署了《品牌授权协议》（以下称“原协议”），协议有效期间自20\_\_年1月1日起至20\_\_年12月31日止；

on march 12, 20\_\_ ,              and                  entered into a merchandise license agreement (hereinafter referred to as “initial agreement”) for “kung fu panda 2”, with the period starts from january 1, 20\_\_ to december 31, 20\_\_;

(b) 原协议约定的授权使用费为27万美金，并应于20\_\_年8月31日前全额付清。于签约时向支付了2.5万美金预付款，剩余款项24.5万美金至今未付；

according to initial agreement, usd $270,000 shall be fully paid by camsing to as licensing royalty on or before august 31, 20\_\_. has paid usd $25,000 as advance as of the singing date of initial agreement, while the remaining usd $245,000 is still unpaid;

(c) 多次向催讨未付款项，结合自身对授权品牌的实际使用情况，请求从未付款项中减免部分授权使用费。

has contacted camsing many times to collect remaining payments, while, considering about its actual application of merchandise license, requests for a deduction from the unpaid amounts.

故而，双方经友好协商对剩余款项的支付事宜达成如下补充协议：

therefore, both parties, through amicable negotiation, agree upon the payment of remaining unpaid usd $245,000 as following:

1.        同意免除自20\_\_年1月1日起至20\_\_年12月31日的授权使用费81,666美金；减免之后，camsing应付的款项为163,334美金（计算方式：245,000 -81,666=163,334）。同意，按本协议约定支付减免后的授权使用费163,334美金后，不再向主张任何费用，包括但不限于授权使用费、违约金等。

agrees to exempt license royalty usd $81,666 of the period from january 1, 20\_\_ to december 31, 20\_\_, that is shall pay usd $163,334 to after the exemption. in the event that has fully paid the remaining license royalty usd $163,334 after exemption according to provisions hereunder, agrees that it will not claim any ge against , including but not limited to license royalty, penalty, etc.

2.        支付方案：应自20\_\_年7月1日起至11月30日止的5个月内分五期还清全部款项163,334美金，具体付款方案如下：

20\_\_年7月17日前 20\_\_年8月15日前 20\_\_年9月15日前 20\_\_年10月15日前 20\_\_年11月15日前

usd $30,000 usd $30,000 usd $30,000 usd $30,000 usd $43,334

合计 usd $163,334

payment scheme: shall pay off the remaining usd $163,334 by five payments within the period from july 1, 20\_\_ to november 30, 20\_\_, the payment scheme is as following (all payments should be made on or before corresponding stipulated dates):

july 17, 20\_\_ august 15, 20\_\_ september 15, 20\_\_ october 15, 20\_\_ november 15, 20\_\_

usd $30,000 usd $30,000 usd $30,000 usd $30,000 usd $43,334

total amount usd $163,334

3.        前述款项的支付均应汇入指定的如下账户：

银行信息：

收  款  人：

账         号：

aba     号：

银行代码：

联  系  人：

合约币种：

the stated payments shall be paid to the following ac specified by :

bank information: bank of america

beneficiary:

ac no.:

aba no.:

swift code:

attention:

contract currency: united states dollars.

4.       应严格按照分期付款计划执行，如有一期逾期支付则视为违约，届时剩余应付款项的支付期限立即到期，并且原先减免的20\_\_年度81,666美金的授权使用费不再减免，将一同并入应付款项由立即一次性全额支付，同时，还应按未付款项总金额每日万分之五的标准向支付逾期付款违约金。

shall strictly abide by the payment scheme, otherwise, even one payment delay shall be deemed as breach of contract, upon the payment term of remaining amounts shall expire immediately, besides, the exemption of usd $81,666 for year 20\_\_ shall be cancelled and calculated into the remaining unpaid amounts, which shall be fully paid in a lump sum by camsing promptly. meanwhile, shall pay a penalty at a rate of 0.5‰ per day of due total amount for late payment.

5.        法律适用及争议解决：本协议适用中国法律。凡因本协议引起的或与本协议有关的任何争议，均应提交至深圳国际仲裁院（scia）按照其仲裁规则进行仲裁，届时败诉方应承担对方为解决本争议而产生的一切合理费用，包括但不限于仲裁费、律师费、差旅费、评估费、调查费、鉴定费等相关费用。

applicable law and dispute resolution: this agreement shall be governed by the laws of china. any dispute arising from or in connection with this agreement shall be submitted to shenzhen court of international arbitration (scia) for arbitration according to scia’s arbitration rules, and the losing party shall bear all reasonable ges of the other party concerning dispute resolution, including but not limited to arbitration fees, lawyer’s fees, business trips costs, evaluatioges, investigation fees, appraisal costs, etc.);

6.        本协议生效后，即成为原协议不可分割的组成部分，与原协议具有同等法律效力。除本协议对于剩余应付款项的约定外，原协议的其余部分应完全继续有效。如本协议与原协议发生冲突时，以本协议为准。

this agreement, after its entry into force, becomes an integral part of the initial agreement and has the same legal effect. except for the provisions about the remaining unpaid payment stipulated herein, other provisions of the original agreement shall remain in full effect. in case of any discrepancy, this agreement shall prevail.

7.        本协议为中英文版本，如有不符，以中文版本为准。

this agreement is written in chinese and english. in case of any discrepancy, the chinese version shall prevail.

8. 本协议一式贰份，经双方盖章及代表人签字后生效，双方各执壹份，具有同等法律效力。

this agreement is prepared in duplicate and shall enter into force upon chops and signatures of the authorized representatives; each party holds one copy, with the same legal effect.

(signing page with no text below)

signed by   )

duly authorised for and on behalf of  name )

l.l.c.

date: )

) signature

（签字、盖章）

signed by   )

duly authorised for and on behalf of  name )

company )

) signature

date:

（签字、盖章）

**推荐英文求职信六**

dear mr. \*\*\*\*,

ms. maria of your company has told me that your depart. needs a manager assistant, and i want to apply for the position. i graduated from the university of business and economy last year. my major is human resource and some experience in business has prepared me for the work you are calling for.

i am really interested in learning business practice. i will try my best to be a diligent worker and a fast learner. if given a chance, i am sure i can prove my worth in your company.

i will be available during the weekdays in the morning for any interviews you may want to give. enclosed is my resume, and hoping for your immediate reply.

sincerely yours,

betty

这是一份标准的`英文求职信，毕业大学生可以按照这样的格式写英文求职信，个人简历《大学毕业生外贸公司英文求职信》。不是说大学生不会写英语，只是他们不懂得格式，不知道从哪里下手写。所以只要按照这个格式，你就可以充分发挥你的英语水平了，想怎么写就怎么写。

大学生现在就业压力是很大，所以要珍惜一切可以得到职位的工作，如果是好工作的话那就要更加的珍惜了，毕竟机会不是很多，错过了就错过了，没有反悔的机会。

**推荐英文求职信七**

首先是国外的英文简历一般都尽量不写性别、年龄和种族等涉嫌个人隐私的信息，因为从法律佣工角度，这些信息是涉嫌用工歧视的，招聘单位一旦被诉在招聘中涉及性别歧视、年龄歧视或种族歧视等有违法律条款的行为，是要付出巨额赔偿的，因为外国人认为一个应聘人是否符合某个招聘岗位的要求，是取决于应聘人的职业背景和职业技能水准，而不是上述信息。但是对在国内的外企，你还是把上述信息、包括你的户口所在地，都老老实实地加在英文简历上吧。咱们不认为这是歧视。

本身是主管， 简历 少说也看了几万封了，发现有一些通病是很多人会忽略的，而那些招聘网站或者 简历 中心也没有很专业的教你怎么写一封好的英文 简历 。

本人比较偏好word版的简历，因为目前收到最多的还是模板简历，这样看起来虽然清楚，但是在每天过滤不下100封简历的时候，附件中的简历还是比较令人期待的。

当然在国内中文简历比较重要，但是现在的趋势就是双语，有时候中文写的洋洋洒洒，英文确令人哭笑不得。通常 面试 外企，多少都会有老外 面试 ，一份得体的英文简历还是很重要的。

word的好处是有简历模式，而且也有简历的范本，适合新鲜人使用。

不鼓励用excel和pdf做简历。

英文简历用词

- 结了婚是married, 未婚就是unmarried? 偶尔看到有人写上single会倍感安慰

- 个性有闯劲，最好还是不要用aggressive，中文感觉还可以但其实英文里这个词是非常负面的，有暴躁的意思，不是优点。用energetic或者spirited比较好

- 英文和中文一样，标点符号后要空一格，不要所有句子挤在一起

- 很多人喜欢在写职责范围的时候写上be responsible for , 文法上来说是不需要的。这些事情是你已经做过的，直接说 responsible for all outgoing couriers 就可以了

- 英文有很多缩写，但是在像简历这种正式场合还是少用为妙，比如dont可以换成do not，千万不要用那些wanna, gonna来代替want to, going to

用招聘网站的模板可以比较轻松，不过切忌检查错别字，因为模板上的是没有拼写检查的

英文简历格式和页面

- 写完后一定要去页面设置去除多余的空白页面，或者是orphan和widow现象，也就是单句的句子在页面的最上面，最好是合并到前一页

- 记得调整字体和大小，有些人的简历除了不同颜色以外还用不同字体，就像是在不同网站上粘贴过来的，非常不专业。

- 简历最好不要超过3页，言语要精简，最忌讳像论文一样，但是没有重点

- word本身带有拼写检查，你这里满页都是红线，我这里看到的也都是红线

下面这十个毛病可是 简历 中不该犯的。对照检查一下你犯错了没有?如果有，要赶快改吧!

1、拷贝别人的 简历 格式;

2、个人信息(没人在乎你单身、结婚、拉提琴还是踢足球);

3、只有事实，没有表现(responsibilities/accomplishment/yourownrole);

4、不写日期(只列公司，不列日期);

5、怨恨字眼(leavereason:sexualharassment/firedmefornogoodreason);

6、工作经历太乱(换行业太频繁);

7、非职业化，不整洁(使用鲜艳的彩色纸/茶杯印);

8、太多不相关经历(只有你的家人才会关心你大学以前的事情);

9、只有 简历 ，没有coverletter。

10、没有适当的目标(着急找工作并不表示应该广种薄收);

**推荐英文求职信八**

亲爱的xx:

感谢您去年对我们公司的支持。我们非常感谢我们的合作。我们希望明年能继续我们良好的业务关系和互动。

真诚地

给客户的英文推荐信二亲爱的鲍勃(或史密斯先生或鲍勃·史密斯)，

感谢您选择xx清洁服务(或您公司的名称)。您的业务受到赞赏，我们很荣幸成为您的新清洁服务(您的服务)提供商(也称为公司)。再次感谢。

推荐人：

日期：xx年xx月xx日

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