# 优秀大学生英文求职信范文精选

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*>范文一　　Dear Sir/Madam:　　Your advertisement for a Network Maintenance Engineer in the April 10 Student Daily interested ...*

　　>范文一

　　Dear Sir/Madam:

　　Your advertisement for a Network Maintenance Engineer in the April 10 Student Daily interested me bacause the position that you described sounds exactly like the kind of job I am seeking.

　　According to the advertisement ,your position requires top university,Bachelor or above in Computer Science or equivalent field and proficient in Windows NT4.0 and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a M.S. degree . My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server.

　　During my education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and speak English is out of question.

　　I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me.I would welcome an opportunity to meet with you for a personal interview.

　　With many thanks,

　　>范文二

　　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 1 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,

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