# 英文求职信作文格式

来源：网络 作者：心旷神怡 更新时间：2024-01-09

*简历作为一种特殊的应用文体,是求职和招聘中间的一个重要媒介,在个人的职业发展道路和企业招聘发挥着重要的作用。以下是小编整理的英文求职信作文格式，以供大家参考。英文求职信作文格式一：　　I was born on December 6, ...*

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**英文求职信作文格式一：**

　　I was born on December 6, 1967 in Shijiazhuang, the largest city in Hebei, China. I lived there until completion of senior high school study in 1984.

　　In September 1984, I was admitted to Tianjin Finance and Economics College after successful performance in the competitive college entrance examination. In the four years that followed, I studied in the Department of Accounting and Statistics of that college and obtained a diploma in June 1988.

　　In August 1988. I began to work in business and was an assistant at Da Xing Enterprise Corp. Since November 1980, I have been working with Electronic Memories & Magnetics Corp. At first. I was a junior accountant; then successively I became assistant to Accounting Manager, accountant, and senior accountant (present position).The attached Personal Data gives a detailed account of my work experiences.

　　As a result of my six and a half years of experience in accounting. I have become thoroughly familiar with accounting operations in medium size business firms. This, however, can not satisfy my ambition and desire for knowledge. To meet the needs of career development in the future, I have decided to continue my education. My plans are first to complete baccalaureate study, and then to work toward an MBA degree in the field of accounting.

　　Most business firms in China are expanding, and many new companies are being set up every month. My proposed study will no doubt reinforce my qualification for a more gainful executive position.

**英文求职信作文格式二：**

　　Dear Sir,

　　I wish to apply for a position with your company as a regional sales manager. Iam twenty-nine years old and at present employed by the Xishan Company,where I have been working as an assistant manager for the past four years. Before that, Ihad spent three years as a sales agent in the Taiji Company.

　　My oniy reason for leaving my present position is to better myself as I feel I have potential(潜力) for greater things. I wish to serve in a large company like yours so that I can learn new things and give full play to my talent.

　　I can give you references from both of the firms mentioned above as to my character and ability. Enclosed please find my resume.

　　I would appreciate your considering my application. I am looking forward to hearing from you soon.

　　Sincerely yours,

　　Guo Ying

**英文求职信作文格式三：**

　　Dear Mr. Cavendish,

　　I saw your advertisement in the local paper this evening，and I wonder if you would consider me for a job as a waiter this summer.

　　I am seventeen years old and at present I am studying English and economics. When I leave school, I hope to take a course in hotel management. During the school holidays last summer, I worked as a waiter at the Central Hotel. The headwaiter there, Mr. Macintosh, will be pleased to send you a recommendation for me.

　　I would prefer to work in your hotel in Filey because it is near my home. However, if there isn’t any job there for me, perhaps you could consider me for the Scarborough Hotel.

　　I would be pleased if you will send me information about the pay and conditions of the job to be offered. I will be free to begin work in the fourth week of July when the school holidays start.

　　Yours sincerely,

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