# 英文介绍信简单的

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*如果你要应聘跨国企业，或是需要用到英语的岗位，就需要你写一封出色的英文求职信了。那么英文介绍信简单的该怎么写呢?下面是小编为大家整理的英文介绍信简单的，希望对大家有帮助。 Dear sir or Madam, I am writin...*

如果你要应聘跨国企业，或是需要用到英语的岗位，就需要你写一封出色的英文求职信了。那么英文介绍信简单的该怎么写呢?下面是小编为大家整理的英文介绍信简单的，希望对大家有帮助。

Dear sir or Madam,

I am writing to you in the hope of that I may obtain opportunity of teaching post in your school .Currently , I am a senior 3 student in Lanzhou City University ,my major is English.

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

In Lanzhou City University ,I have been working hard and doing well in the major courses .Not only I have I passed cet4,cet6, but more important ,I can communicate with others freely in English .I have good command of spoken and written English .At present, I work hard and try my best to pass the TEM4.Besides,I am skilled in computer useage ,such as CAD.

Teaching practice do enrich my working experience .During my teaching practice,I was always preparing my lesson plan carefully .I have combined theories into practice. Miss Liang Fang, my director teacher thought well of my enthusiasm, devotion, intelligence, and diligence .I was also popular with my students. My teaching practice which increase my responsibility to be a teacher ,meawhile I gain first step to my career.

The education gave me a wide range of vision and taught me how to cooperate with others.

The working experience offered me a good chance to improve my ability.

I do believe that with my solid education background and rich working experience ,I would be an excellent member of your school.

I would appreciate time in reviewing my enclosed resume. Thank you for your time and Your consideration. I am looking forward to you reply.

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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.

Dear sir,

I am writing you the letter to show my interest in the position of assistant manager . I learned from the advertisement in the newspaper .Please find enclosed my resume ,which I am forwarding to you as an application from the position of assistant manager.

I have always been a top student in my school .I also took several other courses in my spare time and excelled in all of them because of my hard study .Iam a prepared party member and have past CET4 now.I have had several practice in one company,so I have much experience .I have been taking part in a variety of activities,through which my teamwork spirit and communicative skills greatly improved.

I would like to meet you if you are convenient .Thank you for your consideration.

faithfully yours,

Hu Chunrong

Dear Sir/Madam:

Your advertisement for a English editor in the Zhaopin.com interested me because the position you described sounds exactly like the kind of job I am seeking.

According to the advertisement, your position requires a high degree of literacy and ability to deeply develop and integrate materials, English majors preferred. I think I am competent to meet these requirements. I am a English major student and graduated from Changsha University this year. Ive gotten a bachelor degree. My graduation thesis received good reviews from my guiding teacher. When I was in university, I acted as the psychology member in class and the secretary of girl department at one time. I have written some work summaries and activity plannings during my tenure. According to my searching in the Internet, I know your company is building a consulting service website about overseas study. I was always interested to develop my career life in the field of professional education consulting. I usually look through scientific articles in the Internet, especially interested in new media. I was a senior user of social network like weibo, douban. I believe I can collect the best, most useful information about studying abroad. During my education, I have grasped the principles of my major subject area and gained practical skills. I have passed CET-6. Though I have not obtained proud achievements in the professional examination, I believe interest is best teacher, I will spend twice the time than others to work hard and improve my profession. I hope I can gain more professional knowledge and improve my ability in the process of working. What I expect is consequence of win-win. The most strength of my character is calmness. Maybe I have many shortcomings, some of it I even can not see clearly. I believe I can improve myself gradually in my growing path.

I know that everything is hard in the beginning, to the threshold of entering the education consulting sector. This is my first step, if employed, for giving me this opportunity, I am willing to start from the most basic. With the first step I believe, my second step, third step......to be more confident going, but it all depends on your companys support and help, I hope you can give me this opportunity.

Thanks to examine deeply grateful.

Sincerely,

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