# 简洁有用的英文求职信范文

来源：网络 作者：玄霄绝艳 更新时间：2024-08-23

*Dear Sir， In reply to your advertisement in todays newspaper regarding a vacancy in your office, I wish to apply for ...*

Dear Sir，

In reply to your advertisement in todays newspaper regarding a vacancy in your office, I wish to apply for the position of senior clerk, which you have specified.

I feel confident that I can meet your special requirements indicating that the candidate must have a high command of English, for I graduated from the English Language Department of \_\_\_\_\_ University three years ago.

In addition to my study of English while in the University, I have worked for three years as secretary in the firm of ABC Trading Co. Ltd.

The main reason for changing my employment is to gain more experience with a superior trading company like yours. I believe that my education and experience will prove useful for work in your office.

I am enclosing my personal history, certificate of graduation and letter of recommendation from the president of the University, I shall be obliged if you will give me a personal interview at your convenience.

Very truly yours

敬启者：

顷阅今日XX报，得悉贵公司 招聘 职员，本人符合报载所列条件，拟参加应征。

我于三年前，毕业于某大学外文系，自信能符合贵公司征求精通英文之要求。

本人除在大学主修英文外，并在ABC贸易公司担任秘书工作历三年之久。

另谋他职的主要原因，是希望从较大的贸易公司如贵公司工作，能获得更多的工作经验，就以我所受的教育与经验，物来在贵公司工作会有助益。

兹随函附履历表、毕业证书及大学校长推荐函各一件，倘蒙阁下接见，将不胜感激。

xx启

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