# 最新英文版求职信 英文版求职信正确格式实用

来源：网络 作者：九曲桥畔 更新时间：2024-02-19

*在日常学习、工作或生活中，大家总少不了接触作文或者范文吧，通过文章可以把我们那些零零散散的思想，聚集在一块。大家想知道怎么样才能写一篇比较优质的范文吗？以下是小编为大家收集的优秀范文，欢迎大家分享阅读。英文版求职信 英文版求职信正确格式篇一...*

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**英文版求职信 英文版求职信正确格式篇一**

您好!hello!

首先请允许我向您致以真诚的问候和良好的祝愿!衷心的感谢您在百忙之中翻阅我的这份材料，并祝愿贵单位事业欣欣向荣，蒸蒸日上!

first please allow me to extend the sincere regards and thegood wish to you! heartfelt thank you in spite of being very busy toglance through my this material, and wishes the expensive unitenterprise to be prosperous, progresses day by day!

我是中山大学电子信息工程专业20xx届毕业生，近期获知贵公司正在 招聘 人才 ，我希望能有机会到贵公司工作。

i am 中山大学 electronic information project specialized 2,007 sessionsof graduates, in the near future learned your firm is advertising forthe talented person, i hoped can arrive has the opportunity to yourfirm work.在校期间，我勤奋学习专业知识，并为其投入了巨大的热情和精力.在认真学习课本知识的同时，我积极参加校内外的实践活动，并获得了一些成绩。如单片机开发设计、pcb layout以及网页设计等方面。大学四年让我的 英语 水平有所进步,并顺利的通过了国家 英语 六级考试,具备了一定的`听、说、读、写能力,有阅读专业文献的英文功底.

in school period, i diligently study the specialized knowledge, andinvested the huge enthusiasm and the energy for it while earnestlystudies the textbook knowledge, i positively participate in inside andoutside the school practice, and has obtained some result. 我知道得很清楚,“只有往往有机会准备的头脑。“在学校里,我抓住一切机会学习各方面知识,训练能力的各个方面的现代社会对创新人才培养的需要。我到达english6,计算机通过国家,在努力学习专业知识的同时,我有一个广泛的哲学、法律、文学、经济学等领域,完成经济领域以外的其他专业课程和辅修英语,贸易的

i know very well that \"only tend to have the opportunity to prepare the minds.\" in school, i seize every opportunity to learn all aspects of knowledge, training of all aspects of their ability to own a modern society towards the needs of innovative talent development compound. i reached the english6, the computer 2 through national, expertise in the effort to learn at the same time, i have a broad range of philosophy, law, literature, economics and other fields, to complete a professional other than the economic field and more courses and a minor in the trade in english,我渴望学有所用，渴望自己的知识能够得到实践的检验，更憧憬实践能够丰富我的工作经验和能力的美好未来。

my hope study has uses, to long for own knowledge can obtain thepractice the examination, looked forward to the practice will be ableto eich my work experience and the ability glorious future.

“长风破浪会有时，直挂云帆济沧海”，我真诚地希望加盟贵公司，我定会以饱满的热情和坚韧的性格勤奋工作，与同事精诚合作，为贵单位的发展尽自己的绵薄之力。

\"the great ambition can sometimes, directly link up the cloud sail toaid the sea\", i sincerely hoped alliance your firm, i surely can by befull warm and the tenacious disposition diligent work, with colleague精诚 cooperation, for the expensive unit\'s strength of developmentown meagre strength.

随信附上 简历 和其他材料一份，如需更深了解，期盼您的 面试 !

along with letter enclosed resume and other material, if must a deeperunderstanding, hope for your interviewing!

**英文版求职信 英文版求职信正确格式篇二**

dear sir/madam:

i was referred to you by mr. zhang, a partner with your peking office, who informed me that the shanghai office of your company is actively seeking to hire a network maintenance engineer for your program. your position requires top university, bachelor or above in computer science or equivalent field and proficient in windows 20xx and linux system. i feel that i am competent to meet the requirements. i will be graduating from graduate school of peking 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.

the enclosed resume outlines my credentials and accomplishments in greater detail. i would welcome an opportunity to meet with you for a personal interview.

sincerely,

deng yun

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