# 英语作文应聘公司范文大学推荐40篇

来源：网络 作者：空山幽谷 更新时间：2025-08-01

*英语作文应聘公司范文大学 第一篇尊敬的领导：诚挚的感谢您在百忙之中抽出宝贵的时间来翻阅我的求职书。我叫xxx，我是xxxxx学院20xx届的毕业生.我很荣幸有机会向您呈上我的个人资料，在投身社会之际，为了找到适合自己且有兴趣的工作，更好地发...*

**英语作文应聘公司范文大学 第一篇**

尊敬的领导：

诚挚的感谢您在百忙之中抽出宝贵的时间来翻阅我的求职书。我叫xxx，我是xxxxx学院20xx届的毕业生.我很荣幸有机会向您呈上我的个人资料，在投身社会之际，为了找到适合自己且有兴趣的工作，更好地发挥的.才能，实现自己的人生价值，谨向各位领导作一自我推荐。

现将自己的情况简要介绍如下：作为一名学前教育专业的大学生，我热爱我的专业并为其投入了巨大的热情和精力.在几年的学习生活中，本人在几年中系统学习了教育学、心理学、普通心理学、声乐、舞蹈、美术、学前教育学、幼儿教育心理学、卫生学、幼儿教育研究方法等课程。

我正处于人生中精力充沛的时期，我渴望在更广阔的天地里展露自己的才能，我不满足与现有的知识水平，期望在实践中得到锻炼和提高，因此我希望能够加入你们的单位.我会踏踏实实的做好属于自己的一份工作，竭尽全力的在工作中取得好的成绩.我相信经过自己的勤奋和努力，一定会做出应有的贡献.感谢您在百忙之中所给与我的关注，愿贵单位事业蒸蒸日上，屡创佳绩，祝您的事业百尺竿头，更进一步！我相信领导一定会是伯乐，能在人才之海中用自己不同寻常的眼光找到自己需要的千里之马！此致敬礼！

求职人：xxx

20xx年xx月xx日

**英语作文应聘公司范文大学 第二篇**

Good morningafternoon everyone! It is my honor to be here and I really appreciate you offer me the chance of interview 。Now I will introduce myself first 。My name is……from Xiangfan in Hubei province。 I\'m an honest， responsible， and warm-hearted person。 I can adapt different environments quickly 。Second I like this kind of field very much and I take it as my career 。Till now I have one year experience in this field。 As a 21 years man， I\'d like to experience more to enrich myself and then it can help me to laid good foundation for my future career 。There is no use doing what we love ，we must love we do just like the field。 At the same time， I am really proud of myself applying for this job。 I hope you can give me a chance and I will try my best to do it better。 Finally ， I hope your hotel can bee the best one among hotel industry。 Thanks for your time。

早上午时好，各位考官。我很荣幸在这应聘这个职位，并且很感激该酒店给我供给一个面试的机会。此刻，我首先来介绍我自我：我叫……，来自湖北襄樊。我是一个诚实、富有职责感、待人热情的人。我能够在短期内适应各种不一样的环境。第二，我十分喜欢饮食这个行业，并且我把它当成我的终身职业。到目前为止，我在饮食行业有一年的经验。作为一个已过21岁的成年人，我想要体验的.更深来丰富我的生活，并且在那个时候，饮食工作能帮我未来的职业规划奠定一个好的基础。做我们喜欢做的事情往往没有用，我们必须热爱上我们要做的事情，就好像饮食这个领域一样。同时，我以应聘这份工作而感到自豪，期望贵店能给我一个展示的平台，我将全力以赴将它做到更好。最终，我期望贵店的事业如日中天，做饮食行业的领头人。多谢您抽出时光来面试。

**英语作文应聘公司范文大学 第三篇**

Dear sir / madam:

My name is Wang Ying， I am xi an University am of the Department of education of English am very glad to have this opportunity to improve our mutual understanding.

With the increasingly fierce social competition， the personnel requirements are increasingly high， I try to learn all kinds of knowledge in the University for four years， and the measure of my old Teacher is hard work and I myself; I have mastered English listening， speaking， reading and writing skills.

In order to better adapt to society after graduation， I learned the computer technology during the summer， and as a English tutor work， counseling A high school student is foreign language courses， was highly praised by parents in the education practice， improve their ability to as In a number of candidates， I may not be the best， but I am still very confident， I will do my best to become an excellent primary and secondary school teachers， sincerely hope that I can make I can in the future in the school a hard gardener.

Finally， wide Na xiancai wish expensive unit.

Sincere candidates: Wang Ying

**英语作文应聘公司范文大学 第四篇**

Dear Sir:

Thank you for your busy schedule in taking the time to read the material I have put themselves forward in this, give me a fighting chance of success.

I was in Jingzhou, Hubei Vocational Technical College students will soon graduate, post-harvest in sight, I hope to have this opportunity to work and study in your house.

When the choice of medical institutions, has chosen the medical profession, determined to be life-saving faith-ming in my pay close attention to school every day since for the accumulation of professional knowledge and basic skills study in school, I know the importance of theoretical knowledge, each course seriously, and achieved excellent , I had the privilege of Maternal and Child Health Hospital in Hubei Province for practice and the internship period, I always keep in mind the teaching of theory with practice, made significant gains to master the basic clinical operations (including bed making, injection techniques, and aseptic operation, etc.), more in-depth understanding of the theoretical knowledge to use in the same time, I deeply appreciate the relationship between health care, the importance of nurse-patient relationship, learning the communication skills to improve patient satisfaction and internship study patients also received recognition and praise of many these are the results of my tireless efforts, I have a positive spirit, I believe these experiences will be my study and work will continue a valuable asset.

While studying at the school activities I can be useful to the plot-level participation, I believe that a wide range of interests and expertise will be in my future study and work play an important role in Although I have only a college degree, it seems less I firmly believe that no matter how big the difference between education in the work we are starting from scratch, deep expertise, a wealth of clinical experience, open-minded optimism of the character, a strong sense of collaboration is the group for a qualified nursing personnel necessary conditions, but also my pursuit of the ultimate am willing to candidates of the clinical departments of nursing, I could look forward to in the future teachers and colleagues, tirelessly to pay for your house, I do everything in its power to make a contribution!

At this moment, before it is before you a few thin paper, to me, is a student studying for more than a decade and the pain and gain, but also a students look forward to a better future and hope.

Finally, I thank you for your review the cause of success, I wish that the leadership of good health and smooth work!

Sincerely,

Salute!

**英语作文应聘公司范文大学 第五篇**

Dear Sir/Madam:

Now and then corporations send out feelers for just the right type of creative person must fit very specific all is said and done,the corporation wants a business person who can manage,create and seasoned professional whos been around for a while.

If youve been looking for this rare orgbination of business savvy and design expertise,my background might interest you:

Ten years of working background in the management of creative new technologies that show instant profit,such as CAD/CAM.

This is but a brief summary of my there is much,much more to feel I have strong marketable skills in which you would be contact me if you would like to hear and see more.

your sincerely，

XXXX

**英语作文应聘公司范文大学 第六篇**

good morning,my name is \'s a great honur to have the opportunity for this interview. I would like to answer whatever you may raise,and I hope I could make a good performance I will introduce myself briefly.

Doctor Jocob Chen once saidxxx Aim high ,vertical launch ,fly fast,complete your mission with style.xxx Now given the chance,I will try my best to make it.

Good afternoon (morning), professors：

It is my great pleasure to be here. My name is mingmingzhou , graduated fromComputer Science Department of Wuhan my four-year study in the university as an under-graduate student, I have built up a solid foundation of professional knowledge, as well as a rich experience of social activities. I am a determined person, always willing to achieve higher goals.

What\'s more, I am good at analysis, with a strong sense of cooperation. All of these led me to the success of passing the first round of the entrance examination to the Master\'s degree. Personally, I am very humorous and easy-going, enjoying a goodrelationship among my classmates. In my spare time, I like to read books regarding how to be myself and how to deal with problems. Music and movies are my favorite entertainments. As for my sportinterest, I could not deny my greatest interest is football. Playing this game brings me a lot of glory, happiness and passion.

All in all, Wuhan University, with a highly qualified faculty and strong academic environment is the university I have long admired. I believe that I am a very qualified applicant for admission into your Master of IT program and can contribute to the enrichment or persity of your university.

**英语作文应聘公司范文大学 第七篇**

Dear ，

My name is XXXX,a student of XXXXX ’m applying for Quality Controller Position which you advertised in the Job on October major is pharmacy and I will graduate next summer with a master studies have included courses in pharmaceutical analysis and ’m familiar with the whole procedure of quality control and the use of instruments,such as UV,HPLC,GC have also learned how to write the analytical report and related these skills made me complete quality work independently.

Besides,I work carefully and have a strong sense of director teacher,thought well of my enthusiasm,intelligence and also had a happy cooperation with my am enthusiastic about pursuing a career as a quality controller in your company because of its innovation and good would appreciate your time in reviewing my enclosed resume and I am looking forward to your reply.

Yours sincerely,

**英语作文应聘公司范文大学 第八篇**

尊敬的领导：

在上学期，学院组织我们到xx电视台实习参观，对新闻的制作流程有了充分的了解。在寒假期间我去了都市便民报进行了一个月的实习锻炼。对新闻工作有了更充分的了解。如果学校老师给我机会，我会在工作中倾尽全力工作，努力在工作中弥补自己的缺点与不足。

剑鸣厘中，期之以声。热切期望我这拳拳寸草心、浓浓赤诚情能与学校电视台同呼吸、共命运、同发展、求进步。请学校的各位领导老师给我一个机会，我会用行动来证明自己，“海跳水、高任鸟飞”，我希望你能给我一个机会，我将会施展才华的努力工作和学习专业知识，公司给了我希望不是这样的。

敬礼！

求职人：xxx

20xx年xx月xx日

**英语作文应聘公司范文大学 第九篇**

Dear Sxr/Madam:

Please consxder me for your Sales Management background xs one of sellxng xdeas,concepts and programs,and of motxvatxng myself and others to realxze our potentxal.

Attxtudes predxct behavxor-or so goes the sayxng xn thxs holds true,x am sure to be as successful xn sales management as x am xn my college unceasxng optxmxsm,self-determxnatxon and abxlxty to set goals have allowed me to achxeve academxc and personal objectxves.

Because of my can do attxtude,sales wxll provxde the challenge and opportunxty to contxnue my successful hxstory of settxng and achxevxng allow me the opportunxty to elaborate on how my background predxcts sales guarantee you ll be provxdxng your corporatxon wxth an outstandxng sales you for your attentxon.

Sxncerely,

**英语作文应聘公司范文大学 第十篇**

Good morning, my name is LXG, it is really a great honor to have this opportunity for a interview, I would like to answer whatever you may raise, and I hope I can make a good performance today. I\'m confident that I can succeed.

Now I will introduce myself briefly, I am 20 years old, born in shandong province ,east of china, and I am curruently a senior student at UPC of Information and Engineering Control. my major is Information and Signal Processing, and I will receive my master degree after my graduation in june. In the past 3 years,I spend most of my time on study and research, Ihave passed CET6 and I have acquired basic knowledge both in theory and in practice.

Through college life,I learn how to balance between study and entertainment. By the way,I has acted as class Mission secretary for two years and given the title of an excellent class leader. I had a few glorious memory on is my pride.

Sometimes I prefer to stay alone, reading, listening to classic music, but I am not lonely, I like to chat with my classmates, almost talk everything ,I have lots of interest, such as films,travels,handwriting ,sports and so on. My favorite pastime is playing basketball, also, I like blogging on the internet. if you are interested in my blog, you can visit my website: , it will be my honor.

I think I\'m a good team player and I\'m a person of great honesty to others. Also I am able to work under great pressure. That\'s all. Thank you for giving me the chance.

**英语作文应聘公司范文大学 第十一篇**

透析外企面试(14):如何撰写Cover Letter

对于求职者来说，一份好的简历如同叩开外企大门的“敲门砖”，其重要性不言而喻。但是，仅凭简历就想获得面试机会也并非易事，因为简历通常只是列表式地罗列求职者的相关信息，内容常常显得单薄或缺乏生气，不够吸引人。为了弥补简历的这一不足之处，求职者可以在投递简历的同时，附上一封声情并茂的cover letter (求职信)，这样不仅能增强求职者的竞争力，还能显示出求职者应聘的诚意与认真的态度。本期笔者就具体介绍一下cover letter的撰写框架和注意事项，并提供几篇范例，供求职者参考。 撰写框架

Cover letter通常包括四个部分，求职者可在这四个部分中分别介绍如下内容。

第一部分：求职者应开门见山地说明自己要应聘的职位，同时简述自己是如何获得这一招聘信息的。 第二部分：在这一部分，首先，求职者应强调自己对应聘职位充满浓厚兴趣，渴望获得这一职位；其次，求职者应说明自己符合该应聘职位的要求；最后，求职者可简要介绍自己与应聘职位相关的学历水平、经历、成就等，说明自己能够为公司作出贡献、创造价值。

第三部分：在这一部分，求职者应着重强调自己具备应聘职位所需的专业知识、技能和工作经验。为增强说服力，求职者也可列举实例说明。例如，在表述自己具备会议组织能力时，求职者可简要介绍一下自己曾组织过何种大型会议等。

第四部分：求职者应表述自己希望获得面试机会的热切心情。同时，求职者还应说明自己何时方便参加面试，并表明自己愿意在面试时提供更多相关信息。

注意事项

对求职者来说，cover letter不同于其他普通信函，它可能直接关系到求职者能否最终获得面试机会。所以，求职者在写cover letter时一定要小心、谨慎，需特别注意以下五个方面。

1. 礼貌得体。在写cover letter时，求职者可首先通过致电招聘公司等方式，尽可能地获得将来读cover letter的人的姓名，这样在信的开头，便可用“Dear +名字”的形式称呼对方。若实在无法了解到对方姓名，也要尽可能地询问到对方的商务头衔，用“Dear +头衔”的方式称呼对方，例如“Dear Recruitment Manager”或“Dear Human Resources Manager”等，这些称呼要比“Dear Sir”或“Dear Madam”更恰当。

2. 态度诚恳。求职者应针对应聘公司的特点和职位要求有针对性地写cover letter，信的字里行间要透露出你想为应聘公司服务的意愿，多表述自己能为公司做什么，少讲述自己通过该应聘职位能获得什么好处。求职者在写信的过程中，一定要杜绝出现错字连篇的现象，否则不但会给人轻率和缺乏诚意的印象，还会使对方对求职者的\'能力产生怀疑。

3. 实事求是、恰如其分地介绍自己的能力和特长。适度的谦虚是美德，但过分的谦虚是缺乏自信的表现，只会让自己错失良机。因此，求职者在写cover letter时，应对自己的能力有个准确的估量，然后实事求是地予以陈述。只有自己树立了信心，才能获得别人的认同和赞赏。但同时，求职者也要注意，信中切忌出现过分吹嘘的话，例如“我能适应各种工作”“听说贵公司最近效益不太好，我完全有能力改变这种状况”以及“我做过几项课题，贵公司遇到的此类技术问题，我一定能够解决”等。刚出校门的大学生尤其要注意这一点，虽然大学生有一定的理论基础，但尚缺乏实践经验，所以在cover letter中要尽量避免使用“一定” “肯定” “第一”“绝对”“完全可以”“保证能做到”等大话。

4. 篇幅适当。如果cover letter太短的话，可能无法清晰表达出求职者的想法，也会使求职者显得诚意不足；但如果cover letter过长，又会有冗繁之嫌，可能引起读信者的反感。一般来说，cover letter以A4纸的半页至一页篇幅为宜。如果求职者确实有重要的内容需要详加阐述，也不宜超过两页。

5. 切忌一信多投。“一信多投”是cover letter的大忌。求职者要针对不同的应聘公司和职位要求写不同内容的cover letter。如果求职者抱着“以不变应万变”的态度，将一封cover letter重复地投递到不同公司，可能会让招聘公司认为你偷懒且诚心不够，极易被拒。

Cover Letter范例

下面笔者列举了四篇典型的应聘外企的cover letter，求职者可以根据自身情况进行比较学习。Cover Letter 1 (应聘职位：系统分析员)

Dear Recruitment Manager,

I am applying for the position of systems analyst, which was advertised on the Internet. The position seems to fit very well with my education, experience, and career interests.

I am genuinely interested in the position and in working for HBB Corporation. Your firm has an excellent reputation and comes highly recommended to me. My background and career goals seem to match your job requirements very well. I am confident that I can perform the job effectively.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in management information systems, I have training on mainframes (大型机), minicomputers, and microcomputers as well as on a variety of software programs and applications. My practical experience in my university’s computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. My attached resume provides more details on my qualifications.

Would you please consider my request for a personal interview to further discuss my qualifications and to learn more about this position? Should you need to reach me, please feel free to call me at 703-464-2999.

Thank you for your consideration, and I look forward to talking with you.

Your sincerely,

Zhang Jianzhong

Cover Letter 2 (应聘职位：会计师)

Dear Ms. Yang,

I was referred to you by Mr. Samuel Jackson, a partner at your Beijing office, who informed me that the Shanghai office of your company is seeking to hire quality inpiduals for your Accounting Program.

I have more than six years’ accounting and auditing experience. I will be receiving my MBA this May from Peking University. I am confident that the combination of my 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 accountant. Please refer to the attached resume for more information.

I would like to have the opportunity to talk to you further about my application. I am available for interview at any time, and I can be contacted at 641-466-3666.

I am looking forward to meeting you soon.

Your sincerely,

Peter Zhang

Cover Letter 3 (应聘职位：销售代表)

Dear Mr. Milton,

I am applying for the position of Sales Representative advertised in the 135th issue of Business Daily, and I believe that I have the necessary credentials (资历，资格) for this role.

My resume, which is attached, speaks of my experience and expertise in sales, and

most recently, in the sales of personal computers. I am confident that I will be up to this job.

I am assertive, self-motivated, and hardworking. I am a seeker of end results, and I achieve them, as the attached overview of my accomplishments proves. I am willing to meet and exceed any sales target set by the company.

I would like to have the chance to meet with you for an interview. I will make myself available at your convenience so that we may discuss the details. I can provide references upon request.

I look forward to hearing from you.

Your sincerely,

Susan Clement

Cover Letter 4 (应聘职位：制作设计人员)

Dear Human Resources Manager,

I am attaching my resume in response to your ad for a Production Designer, run in the May issue of Advertising Age.

I believe I have the skills that your company is seeking, and would like to be considered for the position. I have extensive layout (版面设计) and design experience and enjoy working on precise and detailed projects.

My background in 4-color production, camera work, and desktop publishing systems would also be an asset to your company. Working under tight deadlines is the standard of the advertising industry and is not a problem for me.

I look forward to meeting with you personally, and reviewing the requirements of this position in greater detail. I can be reached at 866-428-8899 anytime.

I am looking forward to hearing from you soon.

Your sincerely,

Ryan Milton

笔者希望上面列举的cover letter能对求职者有所启发。此外，求职者除了发送自己的简历和cover letter外，还可以附上自己已发表的论文、科研成果证明、发明专利证书、各种竞赛奖励或技能证书等的电子版，以显示自己的综合素质和能力。可能的话，求职者还可以附上导师、前任领导或专业人士为自己写的推荐信，这些都是提升自身竞争力、增加信息可信度的砝码。

**英语作文应聘公司范文大学 第十二篇**

Good morning everyone:

I am so glad that I can get this you for your 3 admission number is graduated from \_\_\_\_\_ university in July this year,and I majored in the Chinese have an teaching exercitation for two months in one middle school,where I have hold the post of class-chairman and Chinese teacher,and I have been appreciated highly by the teachers and students who come from that , I have the seniority of the high school teaching.

In the university,I had initial skills of becoming a qualified teacher and to teach up to a certain level of have good moral self-cultivation, and have a firm political direction. I love the motherland, the people, and strongly support the leadership of the CPC and the socialist participated in school activities of public awareness and patriotism with a pragmatic truth the spirit of enthusiasm. Now, I have become a glorious Communist Party members.

In the study, I successfully completed the professional courses and obtained a Bachelor of Arts degree and college diploma,and had passed the College English Test 6. I usually read a great deal of relevant literature, psychology, education, and other series of books,which make my literature greatly have publish some works in certain literary magazines.

In the life,I advocate a simple life, and love have good habits.

I have a dream of having been a teacher from my , I came with enthusiasm, hoping to be recognized by you, I will use my all passion to return yourapproval.

Thats you.

**英语作文应聘公司范文大学 第十三篇**

尊敬的领导：

您好！我叫xxx，是xxxx的毕业生。我所学的专业叫高分子材料工程，隶属于化工系，不但学习了化工方面，如等学科的一系列知识，还进一步深造学习了高分子材料及其聚合方法、设备等所关联的包括聚合物共混改性化学纤、高分子物理、高分子化学、高分子合成工艺学、成型工艺学、化工cad、高分子材料成型工艺设计、高分子材料加工原理等学科的一系列知识。

在大学宝贵的学习时间中，我始终坚持着自强不息，立志成才的信念。在过去的三年中我努力工作，多次获得校奖学金和文娱、宣传、体育活动积极分子等多种荣誉称号。

在努力学习的同时，我也注重各方面素质的提高。在学校我曾先后担任班级宣传委员、班级团支部书记、校学生会生活部副部长，培养了较强的组织协调能力和良好的合作精神。在暑假期间我还曾到镇江市大港汽渡运输公司、南京化工厂、江苏省大港中学、无锡市宇宙实业有限公司等单位实习，积累了一定的工作知识和经验。

我热爱贵单位所从事的事业，殷切地期望能够在您的领导下，为这一光荣的事业添砖加瓦；并且在实践中不断学习、进步。感谢您花费时间读完本求职信！期盼您的回复！祝您身体健康，工作顺利！

敬礼！

求职人：xxx

20xx年xx月xx日

**英语作文应聘公司范文大学 第十四篇**

Dear sir,

I am writing you the letter to show my interest in the position of assistant learned from the advertisement in the 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 also took several other courses in my are time and excelled in all of them because of my hard a prepared party member and have past CET4 have had several practice in one company,so I have much have been taking part in a variety of activities,through which my teamwork irit and communicative skills greatly improved.

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

faithfully yours,

Lin Churong

**英语作文应聘公司范文大学 第十五篇**

尊敬的领导：

您好!非常感谢您在百忙之中翻看我的自荐信，真诚希望能得到您的支持和认可。我是来自xxxxxx机械设计制造及其自动化专业的xxx，大学期间，我积极努力的学习本专业知识，通过学习，较好的掌握了本专业的基础理论知识，机械制图的学习，使我具备了一定的手工制图能力，还能熟练操作CAD，Pro/E等制图软件。机械原理和设计的学习中，使我对一般零件的结构和设计有了基本性的认识，熟悉了零件的机械xxx工艺流程。此外还学习了机电传动，液压传动，电气控制等方面的知识。金工实习中学习了焊接，铸造，砂型铸造生产过程，钳工的主要xxx方法和应用，普通车床的基本金属切削，铣削的xxx，数控xxx技术等等，还有电工实习中，pcb板的设计和制作。

大三期间，分别先后去过xxxxx机械厂和xxxx工业有限公司实习，熟悉和了解了一般机械xxx设备的型号及特点，典型零件的机械xxx工艺过程，零件的精xxx工艺等等。这些经历也更有利于我更好更快地适应在贵公司的工作生涯。还有寒暑假，课余时间的兼职经历，让我对社会有了更深的了解，磨练了个人意志。

若能有幸进入贵公司，我相信凭自己的能力和学识，在实际工作中，能够很快适应工作环境，并且在实际工作中不断学习，不断完善自己，做好本职工作。 诚祝贵公司事业蒸蒸日上!

求职人：xxx

20xx年xx月xx日

**英语作文应聘公司范文大学 第十六篇**

Dear sir / madam:

Hello!

Thank you for reading me this letter of recommendation in your busy would like to express my deep gratitude to a university student who is going to graduate soon! First please allow me to introduce myself, my name is XX, is the South China Polytechnic University 20xx the foreign trade English majors, I learned the expensive unit Xiancai, screen name to, sincere desire to join and contribute to your organizations future, more willing to sacrifice their own labor and wisdom.

With the desire for knowledge, dedication to learning English, I seriously study and professional knowledge in school, and through the university English 46 levels of tests, through the national computer professional computer examination grade the class, the post of organizing committee members, organized class outing, class fun sports and other activities, of course, these are small things, but this opportunity to train my good organizational skills and coordination actively participate in various activities in the extracurricular school, on behalf of my professional knowledge won the first prize in the competition, I also participate in social practice, during the school served as a tutor to the post, has served as a steward in the cafe, also for the Noah electronic dictionary for market research, through the social practice I learn To a lot of classroom knowledge, have a certain understanding and understanding of the summer of X, I worked for a classmate in had the personal experience in the operation and operation of foreign think this is the most precious usually enjoy a wide range of love music, sports and play also participated in the football match on behalf of my major during the same time, military and political concern, often buying military and political newspapers, magazines, reading, the consumption of electronic products in the world today has also been a certain the passion of youth and the desire to seek knowledge, I am about to go through the four years of knowledge journey, a good university life, and cultivate my scientific and rigorous thinking has created a positive and optimistic attitude towards life and a pioneering spirit of knowledge of class of social practice, a solid and broad perspective, so I understand the society; work in continuous learning to develop the excellent quality of rigorous, pragmatic style of work and team, so I am sure they can be in a position to sovereignty, dedication and more! Le Huiyan, began my Supergrass, Luyao houses, this is at would like to borrow your paper to be proved by xxxusexxx.

Finally, I wish you every success in your career! I am enclosing a resume which details my basic information, social practice, skills and you for your kind examination!

This

Salute

Job hunter: Cheng XX

xxxx

**英语作文应聘公司范文大学 第十七篇**

Morning， sir ! My name is Lily， it is really a great honor to have this opportunity for a interview， i would like to answer whatever you may raise， and i hope i can make a good performance today， eventually enroll in this prestigious university in september. now i will introduce myself briefly，i am 21 years old，born in heilongjiang province ，northeast of china，and i am curruently a senior student at beijing major is packaging i will receive my bachelor degree after my graduation in the past 4 years，i spend most of my time on study，i have passed CET4/6 with a ease. and i have acquired basic knowledge of packaging and publishing both in theory and in practice.

Besides， i have attend several packaging exhibition hold in Beijing， this is our advantage study here， i have taken a tour to some big factory and company. through these i have a deeply understanding of domestic packaging industry. compared to developed countries such as us， unfortunately， although we have made extraordinary progress since 1978，our packaging industry are still underdeveloped， mess， unstable， the situation of employees in this field are awkard. but i have full confidence in a bright future if only our economy can keep the growth pace still. i guess you maybe interested in the reason itch to law， and what is my plan during graduate study life， i would like to tell you that pursue law is one of my lifelong goal，i like my major packaging and i wont give up，if i can pursue my master degree here i will combine law with my former education. i will work hard in thesefields ，patent ，trademark， copyright， on the base of my years study in department of p p， my character? i cannot describe it well， but i know i am optimistic and confident. sometimes i prefer to stay alone， reading， listening to music， but i am not lonely，

i like to chat with my classmates， almost talk everything ，my favorite pastime is valleyball，playing cards or surf online. through college life，i learn how to balance between study and entertainment. by the way， i was a actor of our amazing drama club. i had a few glorious memory on stage. that is my pride.

**英语作文应聘公司范文大学 第十八篇**

尊敬的领导：

您好！感谢您在百忙中翻阅我的求职信！我是xx大学xx专业的大四在校学生，20xx年xx月我将顺利毕业并获得工学学士学位。近期获知贵公司正在招聘实习生，我对这一岗位非常感兴趣，并对加入土地拓展、规划设计类部门以发挥我的专业所长十分期盼，希望能把自己培养成为适合贵公司未来发展的人才。虽然作为在读本科生，我相对缺乏工作经验，但是作为华工规划专业学生，长期以来我们通过大量的真实项目作为设计锻炼，得到了不少模拟真实工作的机会，培养了较强的适应能力和工作能力，因此我自信能很快的熟悉并投入到工作当中。

我有较好的英语水平和计算机应用水平：英文流利，于20xx年6月参加全国大学英语四级考试，并取得492的好成绩；能熟练运用MSOffice、AutoCAD、Photoshop、Illustrator、SketchUp等软件，并对GIS相关软件有一定的了解。

在校期间，我曾任xxxx，负责各类宣传、设计以及活动布置等工作，培养了较强的工作能力与协调适应能力。此外，还利用课余时间安排各种社会实践工作，先后于xx、xx实习，累积了一定的社会经验，提前适应了学校以外的工作环境。我很希望能加盟贵公司实习，并为贵公司的发展贡献自己的一份力量。随信附上我的中文简历。如有机会与您面谈，我将十分感谢。

谨祝贵公司业绩蒸蒸日上！

求职人：xxx

20xx年xx月xx日

**英语作文应聘公司范文大学 第十九篇**

Dear HR:

Good morning, my name is , which is indeed a great honor to have the opportunity to interview, I would like to answer you may increase and I hope I can become a good performance today, the final register for the prestigious The University in September.

Now I will briefly introduce myself, I am 21 years old, born in Heilongjiang Province, northeast of China, I curruently senior students in Beijing are mainly two packaging I received my bachelors degree, I graduated the past four years, I spent most of my time to learn, I have been through CET4 / 6, so as to have a basic knowledge of the packaging and publication in the theory and practice.

In addition, I also took part in some of the packaging exhibition held in Beijing, which is our advantage here to learn, I have taken to visit a number of large factories and these I have a profound understanding of the domestic packaging to developed countries, such as us, unfortunately, although we have made remarkable progress since 1978, Chinas packaging industry is still underdeveloped, chaos and instability, which the staff in this regard The I have full confidence in a brighter future, if only we can maintain the economic growth pace still.

Sincerely yours!

**英语作文应聘公司范文大学 第二十篇**

Reect for the leadership of the unit：

hello!i sincerely thank you, in the busy taking the time to read my cover letter.

i am a civil engineering hohai university, nanjing institute of engineering mechanics graduate professional 20xx session will be graduating in june 20xx and would like to become south africa institute of survey and design one, would like to recommend their own.

four years in undergraduate and graduate students sent a three-year period, the irit of xxxhard work and plain living, seek truth from facts and strict requirements, the courage to explore thexxx motto of the strict demands on themselves, study hard, work conscientiously, outstanding performance, year after year scholarship, and actively participate in social study of a wide range of expertise to engage in a lot of books, continually expand the knowledge and social experience and actively participate in production and research.

myputer and a good standard of through theputer two countries can be skilled to use vb, vc, fortran programming language, and the preparation of students and their many practical procedures; can skilled use of autocad, ansys, flac, abaqus and other ecialized through the college english test 4, the reading proficiency can bepared to industry data.

while studying at the school learning and life, so i know how to truth-seeking, innovation, unity, and is a career ahead of the first fortunate enough to become a member of your organization, i will work diligently, get down to work, continuous learning in practice, give full play to their initiative and creativity to make every effort for the development.

again, thank you for reading this letter and look forward to your early reply, thank you!

business unitsthriving achievements!

sincerely,

salute!

**英语作文应聘公司范文大学 第二十一篇**

中心是从事时间频率科学和导航定位技术研究的科研机构，承担着我国标准时间、标准频率的产生、保持和发播任务，基本建成了全方位、多层次、多手段的体系，为诸多行业和部门提供了可靠的高精度授时服务，特别是为以火箭、卫星发射为代表的航天技术领域作出了重要贡献。

因工作需要，现公开招聘科技岗位工作人员。

一、 招聘原则

按照“公开、平等、竞争、择优”的原则，实行“按需设岗，按岗聘用，竞争择优、合同管理”的办法。

二、 应聘人员基本条件

1、遵守xxx宪法和法律;

2、遵守章程;

3、具有良好的公民意识和职业道德;

4、学风端正，科学态度严谨，爱岗敬业;

5、岗位所需的专业或技能条件(见附件1);

6、适应岗位要求的身体条件;

7、按有关规定，与我中心工作人员之间有夫妻关系、直系血亲关系、三代以内旁系血亲关系以及近姻亲关系者，谢绝报名。

三、招聘岗位及专业要求

见附件1：x年科技岗位人才招聘需求表

四、应聘材料

简历表(附件2)，毕业证、学位证、四/六级英语成绩单及其他能证明个人能力和水平材料的复印件(纸质材料及其电子版)。

五、工资待遇

试用期为12个月，工资执行事业单位工作人员基本工资标准，津补贴执行中心有关标准。

六、报名时间

即日起开始报名，截至时间为x年6月10日

七、联系信息

联 系 人：

联系部门：

联系地址：x市xx区xx街x号()

电子信箱：

人事处

x年5月15日

**英语作文应聘公司范文大学 第二十二篇**

>基本信息

姓名：XXX

性别：女

出生年月：1991-9-24

民族：汉族

最高学历：大专

现居住地：河北

到岗时间：随时

身高：165cm

婚姻状况：未婚

求职意向

应聘类型：全职

应聘职位：教师，家教，幼儿教育

应聘行业：教育/培训/学术/科研

期望工作地区：石家庄市

期望月薪：面议

专业特长

善于演讲；

普通话水平通过国家二级甲等；

英语语音语调优美；

了解教育学、心理学；

熟练使用计算机；

喜欢唱歌，尤其是英文歌曲

>自我评价

本人热情开朗，喜爱儿童，热爱教育事业。学习能力强，有上进心。勇于实践创新。有较强的交际和组织沟通能力，适应环境能力强。

>教育背景

20xx-9至20\_-6学校名称：河北xxxx专科学校

专业名称：英语教育

取得学历：大专

校内活动职务描述：

自20xx年入学至20xx年毕业一直担任团支书。经过三年的锻炼，组织沟通能力和工作能力有了很大的提高，并且两次获得“优秀学生干部”的称号。

我热爱文体活动，多次参加英文歌曲大赛和中英文演讲比赛，自身心理素质得以提高的同时，演讲口才更上一层楼。

>在校获奖情况

20xx-10：优秀学生干部

20xx-10：二等奖学金

20xx-6：“教学技能暨课件制作大赛”三等奖

20xx-4：优秀学生干部

20xx-4：二等奖学金

在校实践

20xx-9至20xx-12实践公司名称：石家庄市第XX中学

所任职务：实习生

实践描述：通过教育实习，熟悉了教师工作。对教师工作有了更深层次的认识。

在组织课堂教学过程中，教师起着引导和点拨的关键作用。课堂真正回归于学生，把他们真正地作为主体是提高教学质量的关键点。通过一段时间的实践，自己对课堂活动的组织、驾驭，以及课堂的掌控能够很好地把握。

IT技能

技能描述：熟练使用计算机操作能力：熟练使用Word、Excel、Access以及使用Powerpoint制作课件

语言技能

外语语种：英语外语水平：四级

>证书

大学英语四级

普通话二级甲等证书

初中教师资格证

**英语作文应聘公司范文大学 第二十三篇**

Good morning. I am very honored to have this interview op

本文档由范文网【dddot.com】收集整理，更多优质范文文档请移步dddot.com站内查找