# 求职信格式范文英语作文(必备6篇)

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*求职信格式范文英语作文1In recent days, there has been a problem , which is becoming more and more serious.(说明问题及其现状)First, . Second...*

**求职信格式范文英语作文1**

In recent days, there has been a problem , which is becoming more and more serious.(说明问题及其现状)First, . Second, .(进一步阐释现状)

We should take a series of effective measures to cope with the situation. For one thing, \_\_\_\_\_\_\_\_. For another thing, \_\_\_\_\_\_\_\_. Finally, \_\_\_\_\_\_\_\_.(列举解决该问题的方法)

Personally, I believe that \_\_\_\_\_\_\_\_/Consequently, I’m confident that a bright future is awaiting us because \_\_\_\_\_\_\_\_.(结尾段，指出＂我＂的信心及理由)

**求职信格式范文英语作文2**

Ladies and gentlemen,

May I have your attention, please? I have an announcement to make.(称呼语及开场白).

(正文部分，说明具体通知事项)

All the teachers and students are required to attend it. Please take your notebooks and make notes./Please listen carefully and we’ll have a discussion in groups. Make sure you’ll come on time and don’t be late.(说明通知对象和注意事项)

Please come and join in it./Everybody is welcome to attend it./I hope you’ll have a nice time here.(重申希望大家参加之情)

That’s all. Thank you.(结束语)

**求职信格式范文英语作文3**

Dear ,

I am sorry to hear that .(就某事表示遗憾)You have asked me for my advice with regard to and I will try to make some useful recommendations.(承上启下)

First of all, . What’s more, . Last but not least, .(提出建议并给出理由)

I hope you will find these proposals practical. I am looking forward to hearing from you soon.(结尾句，希望上述建议能有所帮助)

Yours sincerely,

\_\_\_\_\_\_\_\_

**求职信格式范文英语作文4**

Dear

I’m so sorry to tell you that .Now, I am writing you this letter to show my deep regret.(就某事道歉)I do hope you can understand me and excuse me for \_\_\_\_\_\_\_\_(希望得到谅解)

I will be very grateful if you are kind to listen to my explanation. The reason for my delay/absence was/is that . Therefore, .(解释原因)

I wonder if \_\_\_\_\_\_\_\_.(询问对方能够接受补救方案)

Sincerely yours,

\_\_\_\_\_\_\_\_

**求职信格式范文英语作文5**

As the bar chart shows, .(说明图表反映的问题)

Several factors contribute to . And, . Furthermore, . All these result in .(分析问题产生的原因)

However, is faced with some problems. With , the effect of is not only discouraging, but also challenging. So my principle is to pay your attention to , but not just to .(提出解决措施)

---分割线---

如果你想加入有外国人、留学生的社群（英语角）练口语，搜索公众号“竖起耳朵听”即可加入，英语角里会美音、伦敦腔、印度腔的小伙伴都有。

**求职信格式范文英语作文6**

Boys and girls/Ladies and gentlemen,

It’s a great honor for me to stand here and give my speech.(表示荣幸)My name is .(自我介绍)The topic of my speech is .(提出演讲主题)

To begin with, many people suggest that .(话题或现象列举)Secondly, . Thirdly, .

What I want to stress is that .(重申主题)For one thing, . For another, . Besides, .(原因或重要性列举)In a word, .(总结)

Thank you for your listening/Thank you.

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