# 申请职位介绍英语作文范文(共24篇)

来源：网络 作者：梦醉花间 更新时间：2025-07-23

*申请职位介绍英语作文范文 第一篇Dear sirs,please allow me to apply for the position of office clerk which you advertised in \_yangcheng e...*

**申请职位介绍英语作文范文 第一篇**

Dear sirs,

please allow me to apply for the position of office clerk which you advertised in \_yangcheng evening news\_ of april am 28 years of age and unmarried. after receiving my . from xiamen university, i worked for three years as an office clerk at china great wall computer group (shenzhen) company. for the last two years i have been a secretary to the general manager of haicheng foodstuffs company, ltd. in shenzhen. i am looking for a position of office clerk to increase my experience in have a wide knowledge of business and thoroughly experienced in all types of office work. copies of my testimonials are enclosed, and if you are interested in my application, please give me an opportunity of a personal interview at your convenient .

yours,

xxx

**申请职位介绍英语作文范文 第二篇**

I am looking for a position in a department where my training can be used to solve problems. I am writing to apply for a position in your company recently. I am sure that I am qualified for this position first.

I attach my resume, which further illustrates my previous educational background and working experience. Secondly, I am young, warm-hearted and sociable, which makes me the last ideal candidate. My hobbies include I hope you can give me an interview opportunity.

I can call me or the address on the envelope. If you can consider my application as soon as possible and give me a reply ■ word ■ word ■ PDF ■ word ■ word ■ PDF, I will be very grateful.

中文翻译：

我正在寻找一个可以利用我的培训来解决问题的部门的职位。我写这封信是为了申请贵公司最近招聘的一个职员的职位。我确信我首先有资格胜任这个职位，随信附上我的简历，这进一步说明了我以前的学历和工作经验第二，我年轻，热情，善于交际，这些性格也使我成为最后一个理想的人选，我的爱好包括我希望你能给我一个面试的机会，我可以打电话给我或者信封上的地址。

如果你能尽早考虑我的申请并给我一个答复■word■word■word■PDF■word■word■PDF，我将非常感激↓↓↓↓。

**申请职位介绍英语作文范文 第三篇**

Name and address: Chaoyang District, Beijing Tel: XXXXXXXXXXXX time name based on my working experience, multicultural experience and educational background, I submit my resume for your review and consideration. I believe I can be the ideal candidate for this position. My educational background and overseas life experience have enabled me to have outstanding interpersonal skills.

Over the years, because of my previous work, such as Dade Christian school, I have acquired excellent communication skills. When teachers need help or cannot help in class for various reasons, I work as an assistant to help students complete homework and projects in English, mathematics, history and religion. After I graduated from University, I went to work all over the United States.

As a financial yst and accountant in European and Japanese companies, this profession requires excellent business communication skills and English writing skills, because you have been working with senior management and professionals to improve efficiency and complete projects. We need to communicate in a concise and clear way, and these companies have also provided me with suggestions Provided experience and decision- knowledge to deal with my difficult situation in the United States and Latin America. Given my unique multicultural experience and enhanced my process thinking and interpersonal skills, I would appreciate the opportunity to discuss more specifically how I use my background to meet the needs of your company.

I enclose my resume for your review.

中文翻译：

姓名地址：北京市朝阳区电话：XXXXXXXXXX时间姓名基于我的工作经验、多元文化经验和教育背景，我提交了我的简历，供您审阅和考虑，我相信我能成为这个职位的理想人选。我的教育背景和海外生活经历使我具备了出众的人际交往能力。多年来，由于我以前的工作，如戴德教学校，我获得了优秀的沟通能力，当老师因为各种原因需要帮助或无法协助上课时，我担任助教，帮助学生完成家庭作业和英语、数学、历史和等学科的项目。

大学毕业后，我去美国各地工作，欧洲和日本公司作为一名财务分析师和会计人员，这一职业需要优秀的商务沟通能力和英语书写能力，因为您一直与高层管理人员和专业人员合作，以提高效率并完成项目，我们需要以简洁明了的方式进行沟通，这些公司也为我提供了经验和决策知识，以便处理我在美国和拉丁美洲的困难情况。给了我独特的多元文化经验，增强了我的过程思维和人际交往能力，我将不胜感激有机会更具体地讨论我如何运用我的背景来满足贵公司的需要，随信附上我的简历，请您审阅。

**申请职位介绍英语作文范文 第四篇**

Dear Dr. Anderson,

Quanzhi who has just returned to China from your university informed that you are considering the possibility of offering a Chinese language course to your students in the net academic year and may have an opening for a teacher of the Chinese language. I am very much interested in such a position.

I have been teaching Chinese literature and composition at college level since 19. In the past three years, I have worked in summer programs, teaching the Chinese language and culture to students from English-speaking courtries. As a result，I got to know well the common problems of these students and how to adapt teaching to achieve the best results.

With years of intensive English training, I have no difficulty conducting classes in English and feel queit comfortable working with American students.

I will be available after February fell free to contact me if you wish more information. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely yours,

xxx

**申请职位介绍英语作文范文 第五篇**

Dear Mr. Slick:

I am writing to inquire about career opportunities in the fields of marketing and advertising. I am very interested in working at Ace Advertising, specifically in the Art Department.

I will be graduating from Saint Michael’s College in May with a double major in Business Administration and Fine Arts. At Saint Michael’s, I have developed a very unique educational experience that has combined the financial, theoretical, and practical aspects of a business education with the creativity and design theories of a fine arts education. I have also become proficient with the computer applications prevalent in these fields, particularly Adobe Photo Shop, and QuarkXPress. As an intern at XYZ Communications, a major advertising firm in Burlington, Vermont, I was part of a creative team responsible for developing the graphic images illustrating the advertising copy for magazine and billboard promotions. During the summer of 1999, I studied in Venezuela where I acquired insight into the business and artistic forces affecting marketing and advertising, especially in a global marketplace.

As a result of these experiences, I am confident that I will bring both technical skills and a fresh perspective to the creative team at Ace Communications. I am enclosing my resumé. Samples of my work can be viewed online at personalweb/apallett. References are available upon request from the Student Resource Center at Saint Michael’s College at (802) 654-2547.

I would appreciate an interview with you at your convenience. I will be available at my campus address until my graduation on May 13th. After that I can be reached at my permanent address.

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

Sincerely,

Arthur Pallett

**申请职位介绍英语作文范文 第六篇**

姓名：xxx

女23岁

学历：大专

工作年限：1年以内

期望薪资：20xx-3000元

工作地点：广州-白云

求职意向：英语教师

沟通能力强执行能力强学习能力强有亲和力诚信正直

工作经验(工作了6个月，做了1份工作)

龙江小学

工作时间：20xx年7月至20xx年1月[6个月]

职位名称：英语教师

工作内容：小学三年级英语教师，兼美术教师

教育经历

20xx年6月毕业韶关学院韶州师范分院英语教育

自我描述

我是一个热爱教师事业的人，喜欢从事教师事业，热爱学生，吃苦耐劳，责任心强。

**申请职位介绍英语作文范文 第七篇**

My English teacher I have a very good English teacher. Our class all like her very much. Although she is our English teacher, we often call her name Mary.

She is very friendly to us. We all like English class very much. She is young and beautiful.

She looks like a middle school student. She has big eyes and long hair. She likes to wear T-shirt and jeans.

She teaches English very well in class. She looks up to her Like our sister, we usually learn new things by playing s and singing, so we are always happy in English class. She often helps us solve problems after class.

She looks like our friend. We often play s together now. Do you like our English teacher, too.

中文翻译：

我的英语老师我有一个很好的英语老师我们班都很喜欢她虽然她是我们的英语老师，但是我们经常叫她的名字玛丽她对我们很友好我们都很喜欢上英语课她年轻漂亮她看起来像个中学生她有一双大眼睛和长头发她喜欢穿T恤和牛仔裤她在课堂上英语教得很好，她看起来像我们的姐姐，我们通常通过玩游戏和唱歌来学习新的东西，所以我们在英语课上总是很开心，她经常在课后帮助我们解决问题，她看起来像我们的朋友我们现在经常一起玩游戏，你看，你也喜欢我们的英语老师吗。

标签：

**申请职位介绍英语作文范文 第八篇**

Dear

I was referred to you by , aP... April 13,20\_ Room 212 Building 343 Tsinghua University,Beijing 100084 Ms. Yang: I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me that the Shanghai office of your company is actively seeking to hire quality inpiduals for your Auditor Program. I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC. I will be receiving my MBA this May from Tsinghua University. I am confident that my combination of 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 Auditor upon completion of your development program. I will be in the Shanghai area the week of April 16. Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then.

Sincerely,

Cheng Dan

**申请职位介绍英语作文范文 第九篇**

I graduated from Wuhan vocational school, majoring in English. Here are some information about me. My spoken English is very good.

I once won a gold medal in a competition. I like singing and sports. All the people who know me think I am a boy who goes out.

I think I can do this job. So I really hope you can consider me and wait for your reply.

中文翻译：

我毕业于武汉职业学校，主修英语，这是我的一些信息。我的英语口语很好，我曾经在一次比赛中获得过金牌，还有电脑，我喜欢唱歌和运动，所有认识我的人都认为我是一个外出的男孩，我想我能胜任这份工作，所以真的希望你能考虑我，等你的答复。

**申请职位介绍英语作文范文 第十篇**

个人资料

姓名：XXX

性别：女

出生年月：1986-10

民族：汉族

最高学历：本科

现居住地：江苏省-徐州市

求职意向

应聘类型：专/兼职皆可

应聘行业：教育/培训

期望月薪：面议

自我评价

极强的自学能力，高度的责任心，很强的可塑性，英语专业水平较高，热爱教学工作，诚实守信，与人为善，关心学生。不在遇到挫折时，坚信：天生我才必有用。只要有1%的希望，就要付出100%的努力。真诚地希望我的.加入为贵单位带来可观的效益。

最近工作经历：20\*\*-6至20\*\*-12徐州xx辅导中心英语教师

行业所属性质：教育机构

工作描述：

讲授人教版小学二年级英语，辅导学生完成暑假作业，认真检查。使后进生取得优异成绩，成绩有显著提高。得到领导和家长的认可。热忱工作，责任心强。

专业能力：

1.口齿伶俐，思维清晰，语速达标，中文表达能力强，普通话标准;

2.授课风格活泼生动，充满激情，具有较强的幽默感;有较宽广的知识面，旁征博引、激情飞扬，富有感染力;具有创新意识，富有朝气和活力;

3.谙熟英美文化，对学员英语的听、说、读、写能力的提升均有独到方法;

4.系统学习过口译课程，对全国口译考试有较为全面的了解;担任过教师或大型会议翻译;

5.有团队合作精神和组织协调能力，有敬业精神，能吃苦。

教育背景

20\*\*-9至20\*\*-7学校名称：徐州师范大学

专业名称：英语

取得学历：本科

**申请职位介绍英语作文范文 第十一篇**

个人资料

姓名：

性别：女

出生年月：

民族：汉族

最高学历：本科

现居住地：江苏省-徐州市

工作年限：三年以上

求职意向

应聘类型：专/兼职皆可

应聘行业：英语教育/培训

期望月薪：面议

工作经历

20xx-6至20xx-12徐州xx辅导中心英语教师

行业所属性质：教育机构

工作描述：

讲授人教版小学二年级英语，辅导学生完成暑假作业，认真检查。使后进生取得优异成绩，成绩有显着提高。得到领导和家长的认可。热忱工作，责任心强。

专业能力：

1、口齿伶俐，思维清晰，语速达标，中文表达能力强，普通话标准；

2、授课风格活泼生动，充满激情，具有较强的幽默感；有较宽广的知识面，旁征博引、激情飞扬，富有感染力；具有创新意识，富有朝气和活力；

3、谙熟英美文化，对学员英语的听、说、读、写能力的提升均有独到方法；

4、系统学习过口译课程，对全国口译考试有较为全面的了解；担任过教师或大型会议翻译；

5、有团队合作精神和组织协调能力，有敬业精神，能吃苦。

教育背景

20xx-9至20xx-7学校名称：徐州师范大学

专业名称：英语

取得学历：本科

自我评价

极强的自学能力，高度的责任心，很强的可塑性，英语专业水平较高，热爱教学工作，诚实守信，与人为善，关心学生。不在遇到挫折时，坚信：天生我才必有用。只要有1%的希望，就要付出100%的努力。真诚地希望我的加入为贵单位带来可观的效益。

**申请职位介绍英语作文范文 第十二篇**

个人概况：

求职意向：中学英语教师

性别：女

姓名：XXX

健康状况：良好

出生年月：1981年6月

学历：本科

年龄：26岁

专业：英语教育

毕业院校：陕西师范大学

工作年限：四年

联系方式：

手机：

电话：

E--mail：

工作经验：

20\*\*年-至今：山东省临朐实验中学

20\*\*～20\*\*学年举行的青年教师优质课评选中，获得优秀奖

20\*\*年，在潍坊市电教优质课评选中获得三等奖

20\*\*年，在青年教师优质课评选中荣获二等奖

英语水平：国家英语专业四级水平

计算机水平：

20\*\*年9月，获全国计算机等级考试二级证书

20\*\*年8月，获教育部颁发的办公自动化证书

此外，熟练操作windows平台上的各类应用软件(如Word97、Excel97、Powerpoint、Access等

**申请职位介绍英语作文范文 第十三篇**

工作经验

XXX幼儿教育中心幼儿教师

多年来曾经从事幼儿舞蹈、绘画、英语特长班教学，有丰富的工作经验。编排的幼儿舞蹈《掀起你的盖头来》获得总公司文艺汇报演出二等奖。指导的幼儿舞《好儿郎》获得幼儿组一等奖。近来教《弟子规》，《中庸》，《大学》等经典教育!

技能特长

语言能力：英语良好

特长：有良好的人际交往能力，语言沟通能力强。有广泛的兴趣爱好并善于挖掘自己的能力。谦虚好学，有很强的自我总结能力。性格活泼开朗，善于自我挑战，不断进取，有良好的团队协作精神。

职业目标：通过努力并结合自己已经获得的经验将幼儿英语教学与国际接轨，让自己成为一名国际化的幼儿教师。

自我评价

我在天津读英语专业的，在天津有三年的幼儿教师经验!

经过三年的认真学习和不懈努力，我已具备了系统的专业知识和一定的教学实际能力，现在正准备以高昂的热情与所学的知识投入到社会之中，服务于教育事业，实现自身的价值。实践是检验真理的唯一标准。我深深地懂得实践的重要性，所以多次到其他优秀幼儿园教研。受到其他老师的一致好评。

此外，在加强专业知识学习的同时，我还注重其他各方面能力的综合发展。在计算机应用方面，能够熟练的操作Windows20xx操作系统教学实用软件。在这个竞争激烈的今天，只有脚踏实地、坚持不懈地努力，才能获得明天的辉煌;只有不断培养能力，提高素质，挖掘内在的潜能，才能使幼儿更好的成长。本着检验自我、锻炼自我、展现自我的目的，我来了。也许我并不完美，但我很自信：给我一次机会，我会尽我最大的努力让你满意。我将以自己的青春和智慧无悔地奉献给幼儿。

生活是一个挑战自我，不断实现新目标的过程，我喜欢挑战。尽管经历了许多风雨，我依然坚信生活是有回报的，但永远只会回报给那些努力奋斗的人。机会不会光顾那些没有准备的人。所以多年来我一直努力准备着。尽管我不是最优秀的，但会是最努力最用心的，而且将永远是。我开朗自信，活泼大方，期待着能加入一个优秀的团体，实现自我价值。

英语教师个人简历

简历会使招聘者在30秒之内，即可判断出投递者的价值，并且决定是否聘用。以下是“英语教师个人简历”，希望给大家带来帮助！

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

**申请职位介绍英语作文范文 第十四篇**

目前所在：佛山年龄：24

户口所在：湛江国籍：中国

婚姻状况：未婚民族：汉族

诚信徽章：未申请身高：156cm

人才测评：未测评体重：47kg人才类型：普通求职

应聘职位：作家/撰稿人，小学教师，英语翻译

工作年限：0职称：无职称

求职类型：兼职可到职日期：两个星期

月薪要求：20xx--3500希望工作地区：中山,佛山,广州

工作经历广东佛山松岗联表小学起止年月：20xx-09～20xx-07

公司性质：事业单位所属行业：教育/培训/院校

担任职位：小学英语教师

工作描述：主要负责二三年级英语教学，同时兼任综合实践老师，舞蹈老师，音乐老师。认真备课，努力提升教师的专业素质。

离职原因：代课性质公司性质：其它所属行业：教育/培训/院校

担任职位：小学英语教师离职原因：实习

广东女子职业技术学院起止年月：20xx-09～20xx-09

公司性质：其它所属行业：教育/培训/院校

担任职位：教务处办公室助理

工作描述：20xx年—20xx年在学校教务处担任办公室助理，主要任务是辅助老师处理与教务相关的工作毕业院校：华南师范学院开放学院

最高学历：本科获得学位:学士学位毕业日期：20xx-07

专业一：英语教育专业二：

起始年月终止年月学校（机构）所学专业获得证书证书编号20xx-0920xx-07华南师范学院开放学院英语教育本科-

20xx-0620xx-12广东女子职业技术学院剑桥商务英语中级BECV(Dlevel)-

20xx-0220xx-03双美教育机构幼儿英语无-

语言能力外语：英语优秀粤语水平：精通

其它外语能力：英语已过六级，自学商务英语中级，日语一般

国语水平：优秀

工作能力及其他专长学校梧桐文学社的社长、班里的文娱委员、石基小龙小学的见习生海珠区瑞康路小学实习生

办公室助理

20xx年—20xx年在学校教务处担任办公室助理，主要任务是辅助老师处理与教务相关的工作？20xx图书管文明读者征文比赛一等奖

？20xx教育系英语口语演讲比赛二等奖

？20xx-20\_品德优秀奖

？20xx-20\_优秀团员奖获得全国英语四六级证书等证书

20xx优秀实习生

详细个人自传做事塌实，富有爱心，能主动总结优缺点并改正，孜孜不倦，对于英语实际运用的追求热情不断，兴趣广泛，对于舞蹈、音乐、写作等能力都注重培养。致力于成为一名优秀的社会人。适应性，学习能力较强并获得全国英语四六级证书等证书，英语口语能力强，商务英语等都有涉猎，能跟外国人很好得交流。

**申请职位介绍英语作文范文 第十五篇**

现所在地：深圳

身高：

电子邮箱：

求职意向

意向职位：初中英语老师

工作年限：

职称：

期望月薪：面议

求职类型：全职

到岗时间：随时

实习经历

20xx-07至20xx-08深圳市xxxx文化创意教育有限公司英语辅导老师（实习生）

工作描述：

1、在一个月的实习期内，我认真工作，每一次课后辅导之前我都会针对不同学生的情况进行充分的准备。同时积极与学生家长沟通，确保每个学生在接受辅导之后能有所收获。

2、工作期间，我仔细观察所在单位对各项课程的工作安排。充分熟悉了英语等课业培训的工作模式，适应了规律的工作时间，相信未来在英语教师的工作岗位我也能做的一样出色。

教育背景

毕业院校：中国传媒大学

最高学历：本科

**申请职位介绍英语作文范文 第十六篇**

Dear sir，

Four years as a senior clerk in sales department of the new world products company have，i believe，given me the experience to qualify for the job you advertised in thursday.

Since1981i have been responsible for all office details in the administration of sales, including writing much of the correspondence. in the course of my work，i have become familiar with the various sales territories，and have also in my spare time experience of handling business problems other than my proper sphere.

The years before i was employed at the new world，i was a secretary for long brother，an accounting i became familiar with accounting terms and procedures.

I was graduated at wah yan college，in june am twenty－five years of age and single.

I am leaving my present position because i can use my capabilities more fully in a position with wider present employer knows of my ambition and is helping me to find a new place.

May i see you at your office to tell you more about myself and show you just how well i can do the work you require.

Yours faithfully

xxx

**申请职位介绍英语作文范文 第十七篇**

个人资料

姓名：

性别：女

出生年月：1988-10

民族：汉族

最高学历：本科

现居住地：上海

工作年限：三年以上

求职意向

应聘类型：全职

应聘行业：教育/培训

期望月薪：面议

自我评价

极强的自学能力，高度的责任心，很强的可塑性，英语专业水平较高，热爱教学工作，诚实守信，与人为善，关心学生。不在遇到挫折时，坚信：天生我才必有用。只要有1%的希望，就要付出100%的努力。真诚地希望我的加入为贵单位带来可观的效益。

工作经历

XX-6至XX-12xxxx辅导中心英语教师

行业所属性质：教育机构

工作描述：

讲授人教版小学二年级英语，辅导学生完成暑假作业，认真检查。使后进生取得优异成绩，成绩有显著提高。得到领导和家长的认可。热忱工作，责任心强。

专业能力：

1.口齿伶俐，思维清晰，语速达标，中文表达能力强，普通话标准;

2.授课风格活泼生动，充满激情，具有较强的幽默感;有较宽广的知识面，旁征博引、激情飞扬，富有感染力;具有创新意识，富有朝气和活力;

3.谙熟英美文化，对学员英语的听、说、读、写能力的提升均有独到方法;

4.系统学习过口译课程，对全国口译考试有较为全面的了解;担任过教师或大型会议翻译;

5.有团队合作精神和组织协调能力，有敬业精神，能吃苦。

教育背景

XX-9至XX-7

学校名称：华东师范大学

专业名称：英语

取得学历：本科

**申请职位介绍英语作文范文 第十八篇**

姓名：sundxs

国籍：中国

目前所在地：海珠区

民族：汉族

户口所在地：广州

身材：175cm？70kg

婚姻状况：未婚

年龄：26

培训认证：诚信徽章：

求职意向及工作经历

人才类型：普通求职

应聘职位：英语翻译、教师、行政/后勤：

工作年限：3

职称：无职称

求职类型：全职

可到职日期：随时

月薪要求：面议

希望工作地区：广州广州广州

个人工作经历：

公司名称：

起止年月：20xx—06～20xx—06广州第十六届亚洲运动会组委会

公司性质：事业单位

所属行业：机关/事业单位/社会团体

担任职务：注册中心对外联络员

工作描述：正式合同工作，非志愿者

1。负责广州亚运会、亚残运会各代表团关于注册相关事宜的电话、邮件咨询

2。接收、审核、整理、统计移交各类注册资料及信息反馈，邮寄身份注册卡

3。参与注册指南，注册资料的中英文互译

4。参加亚运会，亚残运会注册会议，计算各代表团各类注册人员配额

5。获得广州亚运会亚残运会组委会嘉奖个人和突出贡献奖

离职原因：组织解散

公司名称：

起止年月：20xx—11～20xx—04上海惠普有限公司大连分公司

公司性质：外商独资

**申请职位介绍英语作文范文 第十九篇**

基本信息

姓名：

性别：女

民族：汉族

出生年月：1987年8月12日

证件号码：

婚姻状况：未婚

身高：155cm

体重：45kg

户籍：四川成都

现所在地：成都

毕业学校：乐山师范学院

学历：本科

专业名称：师范英语

毕业年份：20xx年

工作年限：一年以内

职称：

求职意向

职位性质：全职

职位类别：教师

职位名称：行政人员;办公室文员;市场营销

工作地区：成都市;

待遇要求：20xx元/月可面议;不需要提供住房。

到职时间：可随时到岗

技能专长

语言能力：英语，公四，专四;日语一级;普通话标准

教育培训

教育经历：时间所在学校学历

培训经历：时间培训机构证书

工作经历

其他信息

自我评价：

发展方向：因本人的专业是师范英语，所以我的第一意向是从事教师方面的工作。我对待学习和工作的态度是认真负责，有上进心，为人谦和，热情大方，乐于助人。

其他要求：

联系方式

**申请职位介绍英语作文范文 第二十篇**

Considerable, confident, suitable, very happy, grateful, especially the opportunity, position, application, good at, permission, willing, offer, considering AI learned from / news that your company wants Bi, CI just read in the news that your company needs an opportunity for Di am to write to inqure. If there is any position, I can be the fi I want to introduce my name to you. My name is Tom ed.

I graduated from di. I like to sing and dance in my spare time. I work hard and I can get along well with others.

I am good at English, especially my spoken English is quite good. I am proficient in English. I can talk with foreigners freely in English.

I am currently studying. I am interested in my major. Thank you for your consideration of my application.

If you agree with me, I will work hard to become a qualified interviewer. If you agree with me, please write or call me. I have written my phone number to you.

I hope I can get an opportunity. I want to apply for the position your company offers me. Thank you for your consideration of my application.

I look forward to your early reply. I am very grateful for any favorable consideration you have given to my application. If you can consider my application and send me something about lapat doing, I will be very grateful, too Can work, dear, I am very happy to see this position, I write to apply for my confidence, on the one hand, I believe I am suitable, on the other hand, if you can give me the opportunity, I will be very honored, I look forward to your reply, at your convenience, your sincerity, dear, I write this letter to apply for the position of your company, I am a / an, in addition, if you think I am suitable Please call me for this job, I will thank you very much for your early reply / thank you for considering my application, I sincerely look forward to seeing you.

中文翻译：

相当可观，自信，合适，非常高兴，感激，特别是机会，职位，申请，擅长，允许，愿意，提供，考虑到AI从/报纸上得知贵公司想要BI，CI刚刚在报纸上读到贵公司需要一个DI am给inqure写信的机会，如果有任何职位可以让我作为FI am写作来申请GI学到的工作的话从贵公司的广告中得知贵公司又招聘a，我想向你介绍一下我的名字叫汤姆·艾德，是一个毕业于DI喜欢游泳的大男孩，业余时间唱歌跳舞我工作努力，我能和别人相处融洽。我擅长英语，尤其是我的英语口语相当好，我精通英语，我能用英语自由地与外国人交谈。我目前正在学习，我对我的主要专业感兴趣，谢谢你对我的考虑申请如果你同意我的意见，我会努力工作，努力成为一名合格的面试官。

如果你同意我的意见，请给我写信或打。我的号码是我给你写的，希望我能得到一个机会，我想申请贵公司提供给我的职位H感谢您考虑我的申请，我期待您的早日答复J我非常感谢您对我的申请给予的任何有利考虑，如果您能考虑我的申请并能给我寄来关于拉帕特做某事的事情，我将非常感激，我也可以工作，亲爱的我非常高兴看到这个职位，我写信申请我有信心，一方面，我相信我适合，另一方面，如果你能给我机会，我将非常荣幸，我期待着你的答复，在你方便的时候，你的真诚亲爱的我写这封信应聘贵公司招聘的职位，我是a/an，另外，如果你认为我适合这份工作，请给我打，我将非常感谢你能早日给我答复/感谢你考虑我的申请，我真诚地期待着见到你。

**申请职位介绍英语作文范文 第二十一篇**

Dear Sir,

I should like to apply for one of the scholarships that your department may be offering to students from other countries. Would please send me the necessary application forms and any further details about the scholarships?

I am a postgraduate student in Beijing Science and Engineering University. I am majored in microelectronics engineering, and have done some research work during my study years. I hope to have a further study and continue to do my research work if I succeed in obtaining the engineering scholarship.

Enclosed please find two letters of recommendation and my score report card. Thank you for your consideration. I look forward to your reply.

Respectfully yours,

**申请职位介绍英语作文范文 第二十二篇**

I am very interested in your advertisement for Internet Engineer in China Daily and I would like to apply for this position ● your advertisement for Internet Engineer in China Daily has attracted my attention and I would like to apply for this position ● in response to your advertisement in the Chicago Tribune for a marketing manager, I will apply for the position on I will get a bachelor\'s degree in engineering from Tsinghua University in the summer of, I will obtain a bachelor\'s degree in engineering from Tsinghua University in the summer of, I will obtain a bachelor\'s degree in mechanical engineering from Peking University in the summer of I have a good understanding of server hardware, remote management, network, etc. hardware ● I have a certain understanding of image size, file format and network hardware Good command of both written and spoken English ● I am good at translating and translating websites http://wwweducom/Article/showArticleAspaticleId=.

中文翻译：

**申请职位介绍英语作文范文 第二十三篇**

Dear Sir,

My name is juanjuan Xu and I will graduate from Xi’an FanYi University in the year 20\_，My major is secretary in English department.

It’s my great pleasure to have this opportunity to improve our mutual understanding. During the three –year college study，I tried my best to learn all kinds of knowledge，and weigh the hard work of my teachers and myself; I have mastered English listening，speaking，writing and reading skills.

Moreover，I have a good command of Business English and the basic theory，public relationship of secretary. Meanwhile，in order to enlarge my knowledge，I always read some newspapers and magazines about business and trade，and I used to do some representative of business in my spare time. At the same time，I learnt computer skills during my summer vacation，and now I’m familiar with Office 20\_. It is my three –year college life that makes me form my life attitude. Also my three-year college life that makes me rich in knowledge，and it’s also my three-year college life that makes me form my life attitude. Honesty，Trust，Diligence is principle of how to be a man.

As a college graduate，I believe “where there is a will，there is a way”，and I will try my best to do a good job in my business. So I sincerely hope that I can make a position in your company so that I can serve for the company in the future.

Sincerely yours,

xxx

**申请职位介绍英语作文范文 第二十四篇**

Job description Raleigh office recruitment assistant the candidate assists the hiring director in performing his duties, including but not limited to maintaining a national database, leading induction training for new employees, and identifying potential employees who must be proficient in MS Office and peopleclick software this position requires a high degree of professionalism and attention to detail. All applicants for . vacancies must be authorized to work in the United States.

All applicants for Canadian vacancies must be authorized to work in Canada: peopleclick software is proficient in MS Office office team is the global leader in professional administrative staffing, offering job opportunities from administrative assistants to office managers and receptionists. We have the resources, experience and expertise to choose companies and temporary or full-time positions that meet your skills and career goals. We provide industry-leading training, benefits and compensation.

Contact your local office team , or call to learn more about the job. OfficeTeam is an equal opportunity employer.

中文翻译：

职位描述罗利公司办公室招聘助理该候选人主要协助招聘主管履行职责，包括但不限于维护全国数据库，领导新员工入职培训，以及识别潜在员工个人必须精通MS Office和Peopleclick软件此职位要求高度专业化和对细节的高度关注所有申请职位空缺的申请人必须获得授权在工作所有申请加拿大职位空缺的申请人必须授权在加拿大工作资格：Peopleclick软件精通MS OfficeOfficeTeam是全球专业行政人员配置的领导者，提供从行政助理到办公室经理和接待员的工作机会，我们拥有资源，经验和专业知识选择符合您的技能和职业目标的公司和临时或全职职位我们提供行业最先进的培训、福利和薪酬待遇联系您当地的办公室团队所在地，或致电了解有关此工作的更多信息OfficeTeam是一个机会均等的雇主o（∩∩）o。

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