# 求职招聘类英语作文范文(必备17篇)

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**求职招聘类英语作文范文1**

Teachers Wanted

21st Century English Training Centre

Teachers Wanted

We need native English teachers who have experience in teaching

English as a second language to join us.

We are a leading training school, managed by China Daily.

We provide English instruction to adult students and staff of international companies who wish to improve their English communication skills.

This is a very good opportunity for you, and we will pay you a high salary and local travel costs.

Please call or fax and tell us about yourself!

Lucy Liu, Christine Wang

Beijing 21st Century English Training Centre

Fourth Floor, Daily Building,

15 Huixin Dongjie, Chaoyang District, Beijing, 100029

Tel: 64927842 64924488 ext 3402

Fax: 64927844

**求职招聘类英语作文范文2**

Sodexho,the largest multi-service company in the world, specializes in catering, cleaning services, facility management, etc. Due to its rapid development in Shanghai, Sodexho China is now looking for talent with minimum 3 years experience in services management in the following areas: Catering Manager Aged 27 to 30. College graduate. 3 years\' experience in catering. Preferably in managerial position.

Fluent English in both written and spoken communication. Self-motivated and service-oriented. Sales ^v^ Bachelor degree majoring in English with good computer skills. Detailoriented and prior working experience as a translator will be advantageous. Business Development Manager Minimum 3 years\' relevant experience preferably in service business. Bachelor degree or above.

Proficient in English and computer operation. Self-motivated and team-oriented. We Provide You Not Just Job, But A Career In Sodexho.

**求职招聘类英语作文范文3**

A cover letter, manager. I\'m glad to hear that you are looking for a typist. I hope I can serve you.

I am 16 years old, female. I have studied English for three years. I am the best in our class.

I just finished middle school. If you are interested in my application, I can type English words once a minute. I\'d like to come to the interview.

Thank you, Wang Xiaoling.

中文翻译：

一封求职信，经理，我很高兴听说你正在招聘一名打字员，我希望能为你提供服务。我今年xx岁，女性，学了xx年英语，是我们班上最好的。我刚上完中学，如果你对我的申请感兴趣，我可以每分钟打一次英语单词，我很乐意来面试谢谢你，王晓玲。

**求职招聘类英语作文范文4**

The School Paper is in great need of an English editor. His or her job is to select passages suitable for students from English newspapers magazines and the Internet. At the same time he or she is o choose and edit incoming articles from students.

The applicant is required to be ready to devote his or her spare time to the schoolmates be good at English and art and be able to use the computer with skill.

申请人必须准备好把自己的业余时间奉献给同学们，擅长英语和艺术，并能熟练使用电脑。

有兴趣的人可以在十天内与学生会联系。

**求职招聘类英语作文范文5**

Sir, I will graduate from the Department of education in August. Now I am waiting for a job to pursue the mission of becoming a teacher. I happened to know that you are looking for a new teacher recently.

I asked for my qualification as a candidate for this position. The following are: I was born in a teacher\'s family at my age, so I have been eager to be a qualified teacher since I was a child. As my father and mother, I have been tirelessly and faithfully performing my duties.

During my college years, I graduated from high school After the occupation, I actively applied for the normal university, I tried to prepare for the future career, because I like to deeply understand the context of my major, I have achieved excellent results (see my resume, if these results meet your requirements, please give me an interview opportunity in advance, thank you for your early reply, XX.

中文翻译：

先生，我将于xx月份毕业于教育系，现在我正在等待工作，去追求当一名教师的使命。我碰巧得知你最近正在招聘一名新教师，我请求提供我的资格作为这个职位的候选人以下是：我是在我这个年纪，出生在一个教师家庭，所以我从小就渴望成为一名合格的教师，作为我的父亲和母亲，我孜孜不倦，忠实地履行着自己的职责，在大学期间，我高中毕业后，我就积极地报考了师范大学，我努力准备将来的职业生涯，因为我喜欢深入了解我所学专业的来龙去脉，我取得了优异的成绩（另见我的简历如果这些成绩符合你的要求，请提前给我一个面试机会，感谢你的早日答复，XX。

**求职招聘类英语作文范文6**

Note: if you are Li Ming, you want to apply for a personal secretary of the general manager of a trading company to write a letter to the human resources department of the company. Your composition should be based on the following Chinese outline a letter of application Dear Mr. or Ms.

I am Li Ming, a fresh graduate of Nanjing University. My major is English. Through the recruitment advertisement, I know that your company is looking for a qualified personal secretary to your general manager.

I fully believe that I am the right person for the job. I know that my future boss is very busy, but in fact, it is the challenge of my future position that attracts me. I believe that my honesty, care, patience, professional knowledge, dedication and extensive knowledge will bring about excellent performance.

Next month, I will graduate from the English Department of Nanjing University. I have more than two years\' experience in secretarial work. I enclose the details of my academic achievements, skills and language ability.

Thank you for your time to consider my application.

中文翻译：

说明：假设你是李明，你想申请一份贸易公司总经理的给公司的人力资源部写一封信，你的作文应该以下面的中文提纲为基础 一封求职信 亲爱的先生或女士， 我是李明，学应届毕业生我的专业是英语，通过招聘广告得知贵公司正在招聘一名合格的个人秘书给贵公司总经理。我完全相信我是这项工作的合适人选。我知道我未来的老板非常忙，但事实上正是我未来职位的挑战吸引着我，我相信我的诚实、细心、耐心、专业知识、奉献精神和广博的知识将带来出色的工作表现。

下个月，我将从学英语系毕业，我有两年多的秘书工作经验随函附上我的学业成绩、技能和语言能力的详细资料，谢谢您花时间考虑我的申请 李明。

**求职招聘类英语作文范文7**

++1 + 2 + 3 + / your address, month, date, addressee\'s address Dear, I\'m very glad to receive your letter / see your advertisement for the position, I\'d like to write to tell you / I\'m confident that I\'m suitable for the job you\'re looking for / I think I\'m capable of meeting the requirements you\'ve listed. On the other hand, I\'m enclosing my resume for your reference. If you can give me a valuable interview opportunity, I will be very grateful.

I would like to thank you for your reply as soon as possible at your convenience. I look forward to your reply and sincerely wish you health and success.

中文翻译：

++1+2+3+/您的月份、日期，收件人亲爱的，我非常高兴收到您的来信/看到您在招聘该职位的广告，我想写信告诉您/我有信心我适合您招聘的那种工作/我觉得我有能力满足您列出的要求，另一方面，随函附上我的简历，供您参考。如果您能给我一个宝贵的面试机会，我将不胜感激。我将非常感谢您在方便的时候尽快回复我/我期待您的回复，真诚地祝您健康和成功你的，X X X。

标签：

**求职招聘类英语作文范文8**

Employee planning recruiting selecting staffing and hiring is often a very difficult timely and expensive task for any organization wishing to survive in today’s economy. In order for any organization to be successful they must attract and hire the most talented employees that fit the culture of the organization. It is the employees that make up an organization so to be successful they must have a strict strategic process in place to recruit the right people for their organization.

There are many strategies that organizations use to recruit employees which include the pipeline approach competitiveness employment branding sourcing persity and technology to name a few.

The pipeline approach is a strategy that seems to be one of the most important recruiting strategies because the approach builds a steady stream of applicants and allows for resumes and applications to come in and get sorted into areas of expertise that may be needed down the road. It is very important for organizations to plan for a need that may develop as time goes on. It is also extremely important to note that in every industry there lies a competitor. Organizations must take note of what the competitor is doing at all times when it comes to recruitment strategies. This strategy is one that could be adopted by Patton-Fuller Community Hospital in the case of losing an employee; it is always a good idea to have back-ups that may be available or recruited from the competition.员工计划，招聘，选择，人员配备和招聘往往是一个非常困难的，及时和昂贵的任务，希望在今天的经济生存的任何组织。为了任何一个成功的组织，他们必须吸引和雇用最有才华的员工，以适应组织的文化。它是组成一个组织的员工，所以要成功，他们必须有一个严格的战略过程，以招募合适的人，为他们的组织。

有许多策略，组织使用招聘员工，其中包括，管道的方法，竞争力，就业品牌，采购，多样性和技术来命名一些。

管道的方法是一种策略，似乎是最重要的招聘策略之一，因为该方法建立了一个稳定的申请人流，并允许简历和应用程序来，并进入到可能需要的专业领域的知识。这是非常重要的组织计划的需要，可能发展为时间的推移。同样重要的是要注意，在每一个行业都有一个竞争对手。组织必须注意到竞争对手在任何时候都在做什么，当涉及到招聘策略。这一战略是一个可以通过巴顿更充分的社区医院在失去一名员工的情况下，它总是一个好主意，有备份，可提供或从竞争中招募。

**求职招聘类英语作文范文9**

I am a dit and progressive person with strong sense of responsibility and good team spirit. I have completed all courses in the professional field, and have ed good theoretical knowledge and practical experience. I have a wide range of hobbies, including listening to music, watching movies and reading literary works.

I can speak fluent English and have quite good reading and writing skills. My Putonghua is my mother tongue. I have good computer skills: I am familiar with different versions of Windows operating and office application software, Can use C and FORTRAN programming language programming, have practical experience and have a good understanding of many widely used software such as AutoCAD, Photoshop, CorelDRAW and Dreamweaver English spelling checker.

As a recruitment manager, it is very embarrassing to make spelling mistakes on resume and cover letter. If there are spelling mistakes in resume and cover letter, I will give up. Application letter DIY = DIY = DIY perception = intuitive perception = easygoing = fluent and fluent, good reading and writing.

中文翻译：

我是一个勤奋上进的人，有强烈的责任感和良好的团队合作精神。我完成了专业领域的所有课程，掌握了良好的理论知识和实践经验。在学生组织中发挥了重要作用，磨练了我的人际交往技能和组织能力我有广泛的爱好，包括听音乐，看电影和阅读文学作品我能说一口流利的英语，有相当好的读写能力我的普通话是母语水平我有很好的计算机技能：熟悉不同版本的Windows作系统和Office应用软件，能用C和Fortran编程语言编程，有实践经验并且对许多广泛使用的软件如Autocad、Photoshop、Coreldraw和Dreamweaver英语拼写检查器有很好的理解作为一名招聘经理，在简历和求职信上出现拼写错误是非常尴尬的，如果简历和求职信中有拼写错误的话，我一定会放弃。

求职信DIY=自己动手=DIY感知=直觉感知=随和=随和流畅流畅读写良好。

**求职招聘类英语作文范文10**

Dear Sir：

How do you do? Through the ad .I know you need a secretary. I would like to have this job. Now let me introduce myself to you.

My name is Zhang Hong. I am twenty and will soon graduate from a vocational school. My major is business management. I have been learning English for 8 years and I have computer experience. I have been one of the editors for the student newspaper in our school for the past three years. My grades remain upper level in my class. The most important thing is that I like office work very much. I am sure I can do it well. I will appreciate it very much if you would give me the opportunity. Thank you for your consideration.

I am looking forward to hearing from you .

Sincerely yours,

Zhang Hong

**求职招聘类英语作文范文11**

Nowadays, more and more university students find it hard to find a good job after graduation. However, the employers also fint it difficult in hiring a suitabale staff at the same time. Why does this happens? I think there must be something related to the graduates.

First of all, many employers find that most students have nothing working experience concerning with their major. As students’ main job in school is study, employer should not make too high requirement to them actually. But students should have an internship before entering the society or at least have a concept about the job related to their specialized subject. Most students know nothing except the textbook, which makes them feel hard to get start. What’s worse, some graduates don’t learn well in school. They neither have experience nor master the theoretical knowledge. In addition, the majority of students are the little prince and princess at home. They haven’t suffered any hardship with the protection of their parents. As a result, they can’t endure hardship or easily give up when meeting difficulties.

To summarize, the graduates should try their best to improve themseves to get out the embarrassing situation of finding jobs. That also makes recruiting much more smoothly. I firmly believe this situation will be better in the future.

**求职招聘类英语作文范文12**

Dear Ms. Smith, I\'m glad to hear that your company is looking for a secretary with experience in secretary and customer service Personnel, my practical experience in these fields has proved that my ability proves that I am suitable for the position of secretary in Li Memorial Medical System. Through cooperation with different companies, I have developed strong clerical, organizational and time management skills, especially in providing administrative and secretarial support, including welcoming and guiding customers.

I am very good at answering and forwarding calls, editing and typing mails and letters, copying and distributing materials, letter processing and distribution, establishing and maintaining office filing , and maintaining the attached brief Calendar timing, will provide you with more detailed information about my expertise. I am very interested in joining your secretary team and welcome the opportunity to discuss my qualifications and skills with you. Please contact me at [email address] or if I contact me, please contact me if there is no news from you before June, I will contact you later that week, thank you for your time and consideration, sincerely, (signed) resume of saleena Anderson enc.

中文翻译：

求职信谷歌求职信秘书求职信示例示例佛罗里达州迈尔斯港3号街3号，May女士萨拉·安德森高级行政官李纪念医疗系统迈尔斯堡某路，尊敬的史密斯女士：很高兴听到贵公司在李纪念健康系统的秘书职位空缺，我很高兴得知贵公司正在招聘具有秘书和经验的人员，我在这些领域的实践经验证明，我的能力证明我很适合在李纪念医疗系统担任秘书一职。通过与不同公司的合作，我培养了较强的文书、组织和时间管理技能，尤其是在提供行政和秘书支持方面，包括欢迎和指导客户方面，我非常擅长，接听和转发，编打邮件和信件，复印和分发资料，信件处理和分发，建立和维护办公室档案系统，并对随附的简历进行计时，将为您提供更多有关我专业知识的详细信息。我非常有兴趣加入贵公司的秘书团队，并欢迎有机会与您讨论我的资格和技能。

请通过[电子邮件]或如果我联系我，请与我联系xx月前没有你的消息，我会在那周晚些时候联系你，谢谢你的时间和考虑，真诚的，（签名）Saleena Anderson Enc简历。

标签：

**求职招聘类英语作文范文13**

Two English translators are wanted in a computer company. The requirements are like following:

1. anyone under 25;

2. citizens in this province;

3. having a good grasp of English;

4. good at operating computers.

If you have interest, you can post your resume written in English and Chinese and two photos to Miss Mary, secretary of NBA computer company, within two months.

**求职招聘类英语作文范文14**

Your address, month, date, addressee\'s address, dear, I\'m very glad to receive your letter and see that you are looking for this position. I\'d like to write a letter to tell you that I\'m confident that I\'m suitable for the kind of job you\'re looking for. I think I have the ability to meet the requirements listed by you on the one hand.

On the other hand, I attach my resume for your reference. If you can give me a valuable interview opportunity, I will be very grateful. I would like to thank you very much for your reply as soon as possible at your convenience / I look forward to your reply and wish you health and success sincerely, X X X X.

中文翻译：

你的月份，日期，收件人亲爱的，我非常高兴收到你的来信，看到你在招聘这个职位，我想写封信告诉你，我有信心适合你招聘的那种工作，我觉得我有能力满足你所列的一方面的要求，另一方面，随函附上我的简历，供您参考。如果您能给我一个宝贵的面试机会，我将不胜感激。我将非常感谢您在方便的时候尽快回复我/我期待您的回复，祝您健康和成功真诚地，X X X。

**求职招聘类英语作文范文15**

Dear, I am very glad to receive your letter / see your advertisement for the position. I would like to write to tell you / I am confident that I am suitable for the job you are looking for / I feel that I am capable of meeting the requirements listed by you. On the one hand, on the other hand, I am enclosing my resume for your reference.

If you can give me a valuable interview opportunity, I will be very grateful. I would like to thank you very much for your reply as soon as possible at your convenience / I look forward to your reply. I wish you good health, success and good luck.

中文翻译：

：您的月、日、年接收人亲爱的，我非常高兴收到您的来信/看到您在招聘该职位的广告，我想写信告诉您/我有信心我适合您招聘的那种工作/我觉得我有能力满足您列出的要求一方面，另一方面，随函附上我的简历，供您参考。如果您能给我一个宝贵的面试机会，我将不胜感激。我将非常感谢您在您方便的时候尽快回复我/我期待您的回复，祝您身体健康祝你成功，祝你好运。

**求职招聘类英语作文范文16**

Our school paper is in great need of an English editor.

The editor’s job mainly includes two is to choose articles which is suitable for the students from English papersEnglish magazines and the other is to select and edit the articles from students.

If you want to apply for the job you must meet the following should be willing to give up some of your spare time to serve the you should be good at English and art and be able to use computer skillfully.

Will anyone interested in it please get in touch with the Student union during this week?Thanks.

如果你想申请这份工作，你必须满足下列要求，你应该愿意放弃一些业余时间为学生服务，你应该擅长英语和艺术，并能熟练地使用电脑。

任何有兴趣的人都会在本周与学生会联系吗?谢谢.

**求职招聘类英语作文范文17**

Trade Fair Event Trainee Manager

We are one of the world\'s largest, non-athletic shoe brands and boast outlets, sourcing operations, factories, and customers in every continent. We have one hundred eighty years of shoemaking history behind us and are constantly developing and employing new and innovative ways of manufacturing and selling shoes. Our fastest growing market is China and the Asia-Pacific Region.

本公司为世界顶级的(非运动)鞋子品牌，拥有名品折扣店、采购营运中心、工 厂，客户遍及各大洲。我们拥有180年的制鞋历史，但仍持续不断地研发和采用崭新而 富有创意的制鞋和营销方法。我们成长最快的市场即为中国和亚太地区。

We seek a Trade Fair Event Trainee Manager to assist in marketing event management. This includes the setting up, running, and taking down of our booths at international and regional trade fairs. The successful applicant will be expected to provide creative input into the design of the booth in accordance with our corporate image and goals, and also to participate in sales, managing customer inquiries, and handling large orders made at the fair. In addition, the successful candidate will be responsible for event budget management.

本公司征求商展活动培训主管一名，协助营销活动的管理，职务内容包括在国际和地区性商展中搭建、经营和拆卸摊位。应征成功者将根据本企业的形象和目标，为摊位的设计贡献其创意,并在展期中参与业务、处理客户询问和大宗订单。除此之外,应征 成功者也将负责管理活动预算。阿希学姐15年从教经验教你「课文」+「发音」+「单词」+「语法」+「考试技巧」=〔100%〕通过「考试/考证」→公众号【阿希英语】

The position offers a generous remuneration package and lots of opportunities for international travel. Training will be provided. Excellent potential for advancement.

薪酬待遇优，出国机会多。提供培训，升迁机会高。

Please send a cover letter and CV to:xxxxxx

有意者请将求职信和履历寄至：xxxxxx

优秀英文招聘广告范文

Wanted

Project Management Assistant

Responsibility:

---Provide service for the project in Chongqing.

---Provide assistance to the project manager for everyday work.

---Responsible for file management, customer service for students and parents

Requirements:

---College degree and above

---Good English and puter skills.

---Related working experience in the international organization.

---Patient, careful, supportive. Has strong team work spirit.阿希学姐15年从教经验教你「课文」+「发音」+「单词」+「语法」+「考试技巧」=〔100%〕通过「考试/考证」→公众号【阿希英语】

English Teacher

Responsibility:

---Conduct English teaching according to British education system. Requirements:

---University degree and above in English major or normal English. ---Eager to learn and open-minded with creativity.

---With deep understanding and respect for different cultures.

(Warmly wele the fresh graduates to apply for this position.)

Marketing Assistant

Responsibility:

---Responsible for the local management of marketing and sales

activities according to the instruction from the head office.

---Collect related information to the head office.

---Requirements:

---College degree and above with good English (speaking and writing). ---Develop relationship with local media and customers.

Requirements:

---College degree and above with good English (speaking and writing). ---With basic idea of sales and marketing, related experience is

preferred.

---Working experience in the international organization is a must.

---Good munication and presentation skills.

Accountant

Responsibility:

---Accountant work for Chongqing office and project.

---Perform the finance management locally according to the rules and

policy of the pany.

Requirements:

---College degree and above in finance area.

---Good English and puter skills.

---Good sense of finance management.

---At least two yeas of experience as accountant in the international organization is a must. ---Self-management, hard-working, independent and able to deal with

pressure.

阿希学姐15年从教经验教你「课文」+「发音」+「单词」+「语法」+「考试技巧」=〔100%〕通过「考试/考证」→公众号【阿希英语】

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