# 英语作文应聘函范文格式精选18篇

来源：网络 作者：梦里花开 更新时间：2025-07-07

*英语作文应聘函范文格式 第一篇Dear …,I write this letter to apply for the position that you have advertised in…of…I am sure that I meet...*

**英语作文应聘函范文格式 第一篇**

Dear …,

I write this letter to apply for the position that you have advertised in…of…

I am sure that I meet the qualifications you specified in your ads. I am a …., and Ihave … I have also…

My references are available and I can send as soon as possible.

Thank you for your consideration of my application. I am looking for your prompt reply.

Yours sincerely,

Name…

>英文求职信范文格式篇三：

Date,

Dear …,

I am writing this letter to show my great interest in the position of…….

I hope to meet with you to discuss the possibility of working in your company. I can be reached at…

Thank you for your favorable consideration.

Yours sincerely,

Name…

**英语作文应聘函范文格式 第二篇**

尊敬的领导：

您好!

今日获悉贵学校征求英语老师。本人自信符合应聘要求，写信应征教师职位。

本人毕业于xx师范大学行知学院英语专业，在大学四年的学习生活中，本人认真学习并取得了很大的成。作为一名英语专业的学生，对于听说读写各方面的技能都有了很大的提高，具备了扎实的英语专业知识，系统的掌握了英语教学的相关知识。本人还积极参加课外实践，有过两年的家教和辅导班经验。

此外，本人还积极参加各种社会活动，抓住每一个机会，锻炼自己。大学四年，我深深感受到，与优秀学生共事，使我在竞争中受益;向实际困难挑战，让我在挫折中成长。

我热爱教师这一职业，我希望为这一光荣事业添砖加瓦，并且在这实践中不断学习，进步。随信附有我的简历。如有机会与您面谈，我将十分感谢。

收笔之际，我郑重地提一小小的要求，无论你是否选择我，尊敬的领导，希望您能接受我诚恳的谢意!

**英语作文应聘函范文格式 第三篇**

1. Shall you need an experienced desk clerk for your hotel next summer?

贵酒店明年暑期是否需要一名有经验的柜台部职员？

2. Because I am very desirous of receiving actual experience in accounting during July and August, I am writing to inquire whether you will need the services of a young man with three years of educational training and some part-time experience. Perhaps I could fill in for one of your office staff during the vacation period.

因我渴望在七、八月间获得会计实务经验，特备函问询你处是否需雇用受过三年训练略有经验的年轻人？在假期中我或可添补贵公司空缺。

3. Gentlemen: Attention of Personnel Manager

I am looking for a postion asassistant shipping clerk.

人事部经理勋鉴：本人正在谋求一份助理船务职员的工作。

4. Perhaps there is a position in your organization for an young, experienced, and conscientious secretary stenographer.

请问贵公司是否需要一名年青、有经验、负责的女秘书兼速记员？

5. I want a job. Not any job with any company, but a particular job with your company. Here are my reasons. Your organization is more than just a busienss house. It is an institution in the minds of the local public. It has a reputation for fair play and honesty with both employees and customers alike.

For the past four years, while specializing in accounting at colege, I have had a secret ambition to work for your organization in the accounting department. I graduate in June. As I write this letter, I do not know that there is an opening at persent, but here are my qualifications which prompt me to make application now.

本人需要一份工作，不是任何公司的任何工作，而是贵公司的一个职位。贵公司不只是商店，而是大众都知晓的机构。以公正、证实的美誉远近驰名。在大学主修会计四年来，内心早就想到贵公司会计部工作，今年七月即将毕业。写此信时，不知贵公司目前是否有空缺，但是下列的资历促使本人冒昧提出申请。

6. As it is nearing the Christmas season, it occurs to me that you many need additional assistance in selling gifts in your shop. I have a whole week before Christmas, from December 18-24, when I might assist you. I could aslo work evenings from six oclock on, before December 18.

圣诞节将届，想到贵公司可能需要销售礼物的助理，本人在圣诞节前一周（十二月十八日至二十四日）有空，可以帮忙。十八日以前每晚六时后也可以。

**英语作文应聘函范文格式 第四篇**

Dear Mr. Smith,

On behalf of the Student Union, I am sending this e-mail to you to invite you to act as our judge of English speech contest to be held in our university on June 5.

To be more specific, our contest is on the topic of how to embrace tough challenges in this digital era. During this competition, ten participants will deliver their speeches with respect to this topic. It is widely acknowledged that you are a top expert in this field, so we sincerely hope that you can accept our invitation. For further information, please call me at \*\*\*\*\*\*\*.

We are looking forward to your reply and arrival.

Yours truly,

Zhang Wei

**英语作文应聘函范文格式 第五篇**

Dear Sir,

In reply to your advertisement in today\'s newspaper I beg to offer my services as secretary with your firm.

I am 30 years of age, and have had five years\' experience in the line of secretary. Graduating from (the name of the) University in July 1980, I served with James & Co. as secretary until last month. Besides I am skilled in almost all kinds of office machine. So I feel confident of my ability to fill a position such as you announce as vacant and give entire satisfaction in the discharge of my duties.

Trusting you will give my application kind consideration and hoping to hear favorably from you at your convenience.

Yours faithfully,

**英语作文应聘函范文格式 第六篇**

Dear leaders：

Hello!

Sichuan University，I am a mechanical XXXX graduates XX. Thank you for your busy schedule to take some time to read this，I recommended materials，provided me with a chance of success.

University during the period，in line with the attitude of rigorous study，I focus on learning the actual abilities，professional knowledge and practice，and actively participate in various social activities will be used to practice I have learned to continuously improve their work ability to carry out various tasks for the future and lay a solid foundation. In English，I passed the nationalexamination three English，have good listening，speaking，writing and translation capabilities. In the computer，I learn a wide range of computer hardware and software knowledge，can skilled use of pro / e，CAD software，and through a national computer-level examination，at the same time have some knowledge about the Internet，can effectively use the Internet resources.

With self-confidence，I recommend myself to you，if your company had the honor to become a member of，I would like to start from a young age，starting from now on，open-minded dedication，hard work，continuous learning in practice，give full play to their initiative，creativity，hard Tim was a development of the company\'s luster.

Finally，once again Thank you for reading this letter and look forward to your reply as soon as possible. Your organization would like to prosperity!

People put themselves forward

**英语作文应聘函范文格式 第七篇**

dear sir or madam,

I learned from that your company is offering a positing for a secretary,and it’s a great pleasure for me to write to explore the possibility of seeking the job.

I graduated two years ago from ,and obtained degree in the field of business my stay in the university my major course included macro-economic,business communication skills,marketing and computer was especially fond of the coumnication skills which enabled me to dead with people and things around well.

Upon graduation I engaged with as an assistant to the head of Department. My responsibilities consisted of carrying out market surveys,writing reports and organizing meetings within the two-year experience has helped me a lot in many particular, I become increasingly aware of the importance of co-ordination and co-operation among coworkers. I also believe that the experience will qualify me for the current vacancy in your company.

I passed both CET-4 and CET-6 with high marks. my spoken English is also fulent enough to organize meetings in my former boss was a native English speaker.

I enclose here in my resume and some relevant documents as if you need any further information on me,I also refer you to Mr., my ex-colleague, who is available at -.

I appreciate your sincere consideration of me, and am looking forward to an early interview with you.

Yours

**英语作文应聘函范文格式 第八篇**

Dear Sir/Madam,

My name is Huang Wenhe, and I have graduated from jiangxi Nanchang University in the year of 20xx. 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 20xx. 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. 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.

Yours faithfully,

Liu Ying

**英语作文应聘函范文格式 第九篇**

Dear Sir,

If an ability to learn fast and to work efficiently is important to you, then I may be the right one for the position you offered .Please consider my application for the position.

I am supposed to graduate from Bussniess School of HuBei Uniersity of Tcchnology in international economy and trade in July 20XX. The three -year education endowed me with a general knowledge and good command of professional knowledge，as well as basic computer knowledge. I have passed all the courses and achieved excellent grade. Outside classroom, I was very active and took part in different extracurricular activities. I have been doing many part-time jobs such as sales and others that you can see in my resume. All these experiences contributed much to the development and promotion of my organization and communication ability.

I am a woman who has a strong and creative mind, plus flexibility of cooperation, public relations skills and so on. I would bring a delighted new interest and enthusiasm, and that, of course, would mean more efficient and better work for you. Have you an opening for a young woman who believes that she has something to offer? If you wish to see me, I will be very pleased to come in for an interview. I should esteem it a great favor if you could give me an opportunity to try to serve you in the position.

Thank you for your consideration

Yours sincerely

**英语作文应聘函范文格式 第十篇**

>一、写信动机

简要说明你在哪里的看到的招聘广告或是信息，想要应聘的职位。如果你想表达一下礼貌可以加上感谢的话，也可以。例如：

’m writing you to show my keen interst in...which you advertised in...

from ...that you’re looking for a ...,I shold like to apply for the position.

’m writing to express my my interest in the...position advertised on your web have enclosed a copy of my resume for your interview.

>二、自我介绍

写信人应述明自己的年龄或出生年月、教育背景，尤其与应征职位有关的训练或教育科目、工作经验或特殊技能。如无实际经验，略述在学类似经验亦可。这部分特别重要，求职者需要重点突出自己的优点。例如：

briefly introduce myself,I’m graduate student of ...university majoring in and expect graduation this June.

only do I have excellent academic performance in all course,but I also posses the rich experience of...

’m a good team player,self-motivated and eager to learn,I believe I deserve your consideration.

>三、本人能力

这部分非常重要，因为这体现你究竟能为公司做什么，直接关系到求职的成功率。但是也要注意一定要用最少的文字表达最多的意思。例如：

believe that my abilty and experience will qualify me for the position of...

main reason for my confident in this position lies in...

have recieved an English edcation,and have a slight knowledge of spanish.

>四、结尾

结尾应表示对公司的感谢和对将来的希望并请求未来的雇主允以面谈的机会，因此信中要表明可以面谈的时间。例如：

’m looking forward to your early reply.

would be grateful if you arrange an interview at your earliest convenience.

’m looking forward to hearing from you and I do hope I shall have an opportunity of an interview

>五、附件

这部分视具体情况而定，如有详细的简历或用人单位需要的材料附在求职信中时，需要注明。例如：

find more detail in my enclosed resume.

the futher information,please refer to my attached resume.

are my score reports(成绩单) on all subjects and two recommendation.

注意：求职者要控制自己求职信的篇幅，求职信内容切忌空洞，要做到简洁、明了。

**英语作文应聘函范文格式 第十一篇**

Dear Sir，

On my graduation from college this fall， I am desirous of securing a position that will offer me opportunity in the field of import and export trading。 Knowing something of the scope and enterprise of your huge export department， I thought perhaps you would keep me in mind for a possible opening。

I am strong and alert， and shall be twenty years of age in July next year。 At present I am a student in the college of — but I shall graduate from the college this coming July， finishing the requirements in three years， I have had no business experience， but my college record has been good。 A copy of my antecedents is enclosed for your reference。

Dr。B。Chao， President of the college of — will be glad to tell you more about my character and ability， I shall be glad to call at any time for an interview。

Very truly yours

**英语作文应聘函范文格式 第十二篇**

Dear Manager:

I\'m pleased to hear that you are seeking for a typist. I wish to offer my services.

I\'m sixteen years old, female. I have learned English for three years, and has been the best in our class. I have just finished middle school. I can type 11 English words per minute.

If you are interested in my application, I would be glad to come for an interview. Thank you.

Yours,

Wang Xiaoling

**英语作文应聘函范文格式 第十三篇**

Dear Sirs,

I have just seen your advertisement in Beijing Evening News of the 6th August for a salesman in the Electronic Device Section of your company. I’m very interested in the job and I feel I’m qualified to meet the requirements. I’m therefore enclosing a resume together with reference from my supervisor.

As you can see, I once worked in the Electronic Department. So I am familiar with different kinds of electric devices. I have worked more than once as a salesman in some stores during my previous vacations. Besides, I’m very patient and friendly in nature. I’m confident that I shall be suitable for the kind of job.

If you need any further information, I shall be very pleased to supply it. Or I wonder if you will grant me with an interview.

I’m looking forward to hearing from you soon.

**英语作文应聘函范文格式 第十四篇**

Dear Sirs,

Please allow me to apply for the position of office clerk which you advertised in xxxYangcheng Evening Newsxxx 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 business.

I 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 date.

Sincerely

yours,xxx

**英语作文应聘函范文格式 第十五篇**

应聘英语教师推荐信

尊敬的校领导：

您好!首先衷心感谢您在百忙之中浏览我的推荐信,今向贵单位推荐我校英语系的应届毕业生XX同学，

该生性格温和、谦虚、自律、自信，踏实肯干，工作认真，责任心极强，不落后于人，适应性强，勤勉不懈，并具有良好的团队精神。同时能在紧张的工作中不断的提升。在担任班级干部期间，注重锻炼自己的组织领导和协调合作的能力，积极热情地开展工作，在同学中享有一定的威望，

同时，他也利用课余时间加强对自己实践能力的培养，积极参加各种社团活动，全方位充实自己。四年中，一直在英语学会工作，通过和他们的语言交流，拓宽了自己的文化视野，提高了自己的英语运用能力。其在XX中实习期间，落落大方的教态，明晰清楚的讲解，认真负责的`态度获得了指导老师和学生们的一致好评。

天行健，君子当自强不息。我深信该生会一步一个脚印走得更好!他也明白自己的平凡，知道自己在各方面还需要进一步提高。或许在贵校的求职者中他并不是最优秀的，但我相信他的综合实力，更相信您的慧眼。

大学之道，止于至善。本人愿意推荐XX同学到贵单位工作，同时，我也相信他能胜任以后的工作岗位，恳切盼望您详考、慎虑，使XX同学与贵校共同发展，求至善、创辉煌!建议贵单位给予任用的机会!

推荐人：XXX

XX年X月X日

**英语作文应聘函范文格式 第十六篇**

Dear Sir,

I am XX school, vehicle inspection and maintenance of professional college graduates, is about to walk into society, I with a sincere heart and to the persistent pursuit of career, sincerely to recommend myself!

In the three years of study life, I to his keen, enterprising, respect work and enjoy company and helpful attitude and performance won the trust and praise from the teachers and students, and constantly strengthen the ideological and political learning, positive to the party. In learning, I not only made the xxxdiligent, rigorous, realistic and innovativexxx style of study, and adhere to professional and non-professional hand in guiding ideology, efforts to broaden knowledge, establish rational knowledge structure, to adapt to the needs of the development of the society for talents.

I also have served as a monitor, also served as a student cadre work, has the strong ability of class management, activity organization planning ability and interpersonal skills. Take an active part in all kinds of style, social practice at the same time, also have good performance in the aspect of literature and art and sports.

Three years of college I became a has a more solid basis of knowledge and professional knowledge of college students.

Of course, the achievement of the past does not represent the future, diligence is the real meaning, is the rose flower, always is the eagle will soar aloft. Looks like I will not ask, but beg in suits own position play incisively and vividly. I don\'t expect is rich in material treatment, only hope with all my wisdom, enthusiasm and efforts to achieve my social value and the value of life.

I just going out from the ivory tower, as a college student, I lack of experience may make you hesitate, but please you believe my energy will make up for this temporary shortage, maybe I\'m not the best, but I definitely is the most efforts, I believe that as long as the heart, is bound to be successful!

**英语作文应聘函范文格式 第十七篇**

dear school leadership:

It is always be great if one can work on the career which s/he loves and excels in at the same. Luckily, I am this kind of person. Fascinated with English and teaching, I have been working as a teacher or assistant since I graduated with a degree in Education.

Each day spent with children is like a great adventure. We grow up together, enjoying novel and funny stories together, studying new skills and different knowledge together, speaking with English and Chinese together. The kids are the smiling flowers to me, they act in a special and pure way that I appreciate my life unfolds. In the course of teaching and watching, I become more steadfast and affirmative to do my job for the rest of my career.

Like most people who are eager to make contributions to their loved ones, I myself have a dream of starting up an ideal and unique kindergarten in the future. Specifically, after experiencing different working environments and teaching perse children, I am looking forward to bringing my own working experience into a distinct kindergarten, which can better help the children grow up with happiness and a sense of responsibility, confidence and achievement. Hence, I would be much more honored if XXX organization would give me the opportunity to improve myself and contribute to it.

**英语作文应聘函范文格式 第十八篇**

Dear Ms Lee,

I have learned from your advertisement that you are in need of a research assistant. I believe I can do the job well, so I’d like to apply for it.

I’m Li Hua, a boy aged 18, and I have just graduated form high school. I’ve been very interested in computer，so my computer teacher used to asked me to help him in class. Besides, I was chosen to take part in a computer design competition. Luckily our group took the first place in it. Hard working and energetic, I shall be a freshman of computer science. Thus, I’m convince that I’m qualified for the job.

Once hired, I would be very grateful and I would devote myself to the post.

I’m looking forward to your reply.

Yours sincerely,

LiHua

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