

实用英语：写求职信不能忽略的问题 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/131/2021_2022__E5_AE_9E_

[E7_94_A8_E8_8B_B1_E8_c96_131802.htm](https://www.100test.com/kao_ti2020/131/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_131802.htm) 1. Do not show a sense of self-inferiority (自卑感) , for if you do not think you are worth much, no one else will. Be confident but do not boast. If you have some outstanding ability, simply state the fact and let the employer draw his own conclusions. SAMPLE1: I am in excellent health, and an told that I make an especially good appearane for a secretary. I am well trained in all the duties and responsibilities of a good secretary. SAMPLE2: I would bring more efficiency to the job. I would bring a delightful new interest and enthusiasm -- and that, of course, means more and better work for you. 2. To present a to-the-point description. Do not enumerate irrelevant trivial things. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com