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https://www.100test.com/kao_ti2020/131/2021_2022__E5_AE_9E_E7_94_A8_E8_8B_B1_E8_c96_131817.htm The purpose of a letter of application is to help the applicant obtain the job he is interested in. It should state clearly what position the applicant wants, and should tell what his abilities are and what he has to offer. It should provide a quick, clear picture of the applicants qualifications, accomplishment and aims. It should present the applicant to possible employees in the best light. A well-written letter of application, however, does not necessarily guarantee a position. but it does insure consideration and a better chance of an interview. The applicant cannot hope to get his whole story into his letter, but he should cover enough ground to intrigue the prospective employer and make the employer willing to meet him, speak to him, and find out more about him. It takes more than a good letter to land a job. instead, it takes ability, specific experience, and good character. But the letter may open the door for the applicant, and give him the chance to "sell" himself. A letter of application should be simple, human, personal and brief without omitting any essential or pertinent facts. The applicant is well advised not to write a dull, stereotyped letter of application. What he should do is to make the letter interesting. Generalities should be avoided in it, that is, it should be specific. The letter should be typed if possible. When the applicant can neither type his letter, nor has it typed by someone else, he should write it out very neatly and legibly in case the letter is discarded for its

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