

求职英语：英语求职信范例4 PDF转换可能丢失图片或格式，
建议阅读原文

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Crown Laundry Co. Bristol , Ohio来源：考试大 Gentlemen : In reply to your advertisement in the Bristol News of June 2 , I wish to say that I

am seeking the kind of position your offer. I am nineteen years old

, and expect to graduate from the Bristol Technical High School

this month. During three years of the course I have been working

with many kinds of machinery and have helped to set up and repair

the machinery in one of the school shops. My father is a chauffeur

, and I helped him in repairing automobiles. Last summer I took a

party of excursionists on a three weeks ' tour. While we were in

West Epping , away from repair shops , my machine was badly

damaged. I had to repair two cylinders and rig up a temporary

steering wheel.来源：考试大 Inclosed you will find a copy of my

resume-and my photo. I believe they may be found satisfactory.

Concerning my character I am permitted to refer to Mr. H. L. Sled

, Head of the Mechanical section of the Bristol Technical High

School. Yours truly , signature来源：考试大 Dear Sir : 来源：考

试大 贵公司在六月二日布里斯多报上所刊登征求的职位正是

本人想要得到的。我今年十九岁，这个月即将从布里斯多高

工毕业。在学三年中，我操作过各机械，曾协助学校工场机

器的建立和修理工作。家父为一名司机，我时常帮他修理汽

车。去年夏天，我加入一群远征队旅行三周，在西伊平地方

没有修理站，我的机件严重损坏，我不得不逐行修护两门汽

缸，装配一支暂用的驾驶盘。来源：考试大 附上我的简历表和相片，希望二者令您满意。至于我的品德您可函询布里斯多高工机械科主任，史列德先生。倘若您能考虑我的申请，并给予面试机会，我将十分感谢。来源：考试大（签名）

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