

英文求职信细节问题，如何让HR万里挑一看上你 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__E8_8B_B1_E6_96_87_E6_B1_82_E8_c96_131846.htm

写求职信的目的在于获得职位，一封求职信无论如何文辞并茂，令人心动，公司HR主管不见到应聘者本人是不会给予工作机会的。因此，求职信的实际目的在于获得面谈的机会。许多人都会copy网上的求职信范本，导致千篇一律，这是非常不可取的。我们已经讲过怎样写求职信，这次我们来谈谈求职信写作中容易被忽略的细节问题。一、求职信的第一段说明写信的目的，有些专家认为不宜用分词句子，比如用下面的句子做开头，因为这样的句子被人用得太多，显得陈腐，失去特点。

Replying to your advertisement... 来源：考试大
Answering your advertisement... Believing that there is an opportunity... 来源：考试大
Thinking that there is a vacancy in your company... Having read your ad... 来源：考试大
再比较下面三组例句。每一组里面(1)句较差，经过修改后(2)句显得比较恰当。
A: (1) Replying to your recent advertisement in the Boston Evening Globe, I wish to apply for the position of sales manager. 来源：考试大
(2) I am applying for the position of sales manager. I believe my qualifications will meet your exacting requirements. 来源：考试大
B: (1) I believe after reading your advertisement in this mornings Journal that you are offering just the opportunity I am looking for. 来源：考试大
(2) Your advertisement in this mornings Journal for an adjustment manager prompted me to apply for this position. 来源：考试大
C: (1) Having read your advertisement in the New York Times for an

accountant, I thought you might be interested in my application. 来源：考试大(2) In your advertisement for an accountant, you indicated that you require the services of a competent person, with thorough training in the field of cost accounting. Please consider me an applicant for the position. Here are my reasons for believing I am qualified for this work. 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