

如何写出高质量的求职信 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_A6_82_E4_BD_95_E5_86_99_E5_c96_131852.htm 写出高质量的求职信不是一项简单的工作，即使你有丰富的写作经验。用心去做--这是唯一的诀窍。 When you begin to write, your mind may give you random, disjointed thoughts. Your ideas probably wont come out logically or sequentially, but write them down as they appear, without worrying about order or logic. Dont judge and evaluate, simply collect them. Later youll evaluate, sort, and organize them. At this stage you just want to get them down on paper, on tape, or on computer disk. 来源：考试大 It is easier for most people to write this way, because the creative part of your brain isnt very logical, and the logical part of your brain isnt very creative. Dont expect your mind to perform both functions at once (although some can). Use the "card trick" to organize your thoughts Sometimes it helps to put all your thoughts on individual index cards, exactly as they come to mind. Later, you can sort the cards to get a finished product, eliminating cards that dont fit. This is also a beautiful way to write a magazine or journal article with very little stress--and very little "writers block," because nothing you write down has to be said perfectly or accurately. Everything can be sharpened up later. Your first goal is simply to collect your rough thoughts. Once youve accomplished that, heres what to do next: 1. Spend time on your letter. Someone once said, "With part-time effort, you get part-time results." This is especially true in letter writing. You can expect to

spend several hours, or even several days, on a letter. 来源：考试大

2. Write a draft, then let it cool off overnight. 3. Rewrite if necessary. 来源：考试大

4. Use a strong close, like these: "After you have had a chance to review this letter, I will call you to get your reactions." "I will call your office next week to arrange a time when we might be able to get together. If you have any questions before that, please call me at (555) 771-4357." 5. Avoid weaker endings like these: "Please call me at your earliest convenience." "I believe that a meeting could prove to be mutually profitable, and ask that, if you agree, you contact me so that we can arrange a convenient time." "Thank you for your consideration. I am available for a personal interview at your earliest convenience and look forward to hearing from you." "In the next week or two when your schedule permits, lets meet and discuss my aspirations in more detail. Please give me a call." "I look forward to your reply."

6. Ask for opinions, advice, and feedback from friends, and from sales, marketing, and advertising experts. 来源：考试大

7. Mail a small sample to test your letter. This is important. A consultant friend once mailed 76,000 brochures at a cost of nearly \$15,000, and only got three responses. What a shame! The material was poorly written, badly designed, and poorly tested. Test your letters before you roll them out on a large scale. 8. If youre getting the kind of response you want, mail larger numbers. 来源：考试大

9. Enclose a response form to increase your response. 10. Remail the same letter to the same people two or three times. Repetition often helps. 11. Dont mark letters "Personal and Confidential," unless theres a solid reason why they cant be opened by a secretary. If the

letter is persuasive enough, it will get through. 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