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https://www.100test.com/kao_ti2020/131/2021_2022__E5_A4_A7_E5_AD_A6_E7_94_9F_E7_c96_131861.htm 本文是一名刚毕业不久大学生的英文求职信,她申请的职位是部门经理助理。求职信虽然简单,但是也很诚恳。Dear Mr. Smith, Ms. Maria of your company has told me that your depart. needs a manager assistant, and I want to apply for the position. I graduated from the University of Business and Economy last year. My major is Human Resource and some experience in business has prepared me for the work you are calling for. 来源:www.examda.comI am really interested in learning business practice. I will try my best to be a diligent worker and a fast learner. If given a chance, I am sure I can prove my worth in your company. I will be available during the weekdays in the morning for any interviews you may want to give. Enclosed is my resume, and hoping for your immediate reply. 来源

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