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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E5_95_86_E5_8A_A1_E8_c85_150534.htm 工作申请书通常由两部分组成，即附函（convering letter）和履历表（resume），前者的目的是引起读者对申请的注意，后者则提供读者有关申请人与工作相关的信息，有时还附有照片等。工作申请书语言宜朴素简练，围绕雇主的招聘要求，如实而突出地阐述自己的才能，必要时附上一些补充材料。记住写清楚你的地址及电话号码。请看下例：1564 Montpelier Avenue Any City, Oklahoma April 3, 1993 Mr. Mdward Hauser Ecco. Inc. 1200 Mason Avenue Any City, Oklahoma Dear Mr. Hauser: Do you have any work in your Accounting Department for a part-time employee? Miss Miller, of the University Placement Office, has suggested that I write to you, since I would like to work for Ecco after I finish my course at the University. Ive heard a lot about Ecco, and I believe it offers a good chance to a man interested in construction work and trained in business. Im enclosing a resume that gives details of my life so far. My father died when I was twelve years old, and Ive been on my own since fourteen. Im finishing college plenty late but Ive had some experience along the way, with four years in the linitary. I could work every afternoon and all day Saturday. Mr. Albert Sussam at the University can tell you about my work in accounting. He is Chairman of the Accounting Department and my adviser. Please look over the attached resume. I can come to your office, if you wish. My telephone number (home) is Freeport 5883-1552. Sincerely

yours(signature)Geoge Andrews RESUMEGeoge Andrews1564
Montpelier AvenueAny City, OklahomaTel: Freeport
5883-1552PERSONAL INFORMATIONAge: 35Height:
175cmWeight: 160kgMarital Status: Married, one childHealth:
ExcellentEDUCATION1988: Evening course at the State University.
Should get degree in 19941984-88: Evening course in business at
Mather Air Force Base.1984: Graduation from Lansdale High
School, Any Town, LouisianaEXPERIENCE1988-: Bookkeeper at
Mayhew Stores, Inc., Any City, Oklahoma.1984-88: Mather Air
Force Base, PFC. Honorably discharged in Sep. 19881984: Regal
service station, washing cars and doing odd jobs, Any Town,
Louisiana. Part-time during school months, full-time in
summer.COMMUNITY ACTIVITIESSunday School
Superintendent, Tird Street Baptist Church
Baritone.REFERENCESAvailable at University Placement Office,
Miss Miller.Telephone number: 6432-1747 100Test 下载频道开通
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