

求职英语系列：求职信结尾常用的十句话 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/151/2021_2022__E6_B1_82_E8_81_8C_E8_8B_B1_E8_c85_151385.htm

一封好的求职信，内容一定要反映出你对应聘工作的态度和你自身的能力，结尾也不可马虎。下面是一些求职信结尾经常用到的十句话，看一看也许你会得到启发，写出自己风格的结尾来！

1. I would appreciate the privilege of an interview. I may be reached at the address given above , or by telephone at 32333416.
2. I would be glad to have a personal interview , and can provide references if needed.
3. Thank you for your consideration.
4. I welcome the opportunity to meet with you to further discuss my qualifications and your needs. Thank you for your time and consideration.
5. I have enclosed a resume as well as a brief sample of my writing for your review. I look forward to meeting with you to discuss further how I could contribute to your organization.
6. Thank you for your attention to this matter. I look forward to speaking with you.
7. The enclosed resume describes my qualifications for the position advertised. I would welcome the opportunity to personally discuss my qualifications with you at your convenience.
8. I would welcome the opportunity for a personal interview with you at your convenience.
9. I feel confident that given the opportunity , I can make an immediate contribution to Any Corporation. I would appreciate the opportunity to meet with you to discuss your requirements. I will call your office on Friday , to schedule an appointment. Thank you for your consideration.
10. I look forward

to speaking with you. 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