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下面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，但很诚恳。 Dear Mr. Smith, Ms. Maria Mayor of your company has told me that your department needs a managerial assistant, and I want to apply for the position. I graduated from the University of Business and Economy last year. My major was Human Resource. I have some business experience that I believe qualifies me for the position. . I am really interested in learning business practices. I am a diligent worker and a fast learner. If given a chance, I am sure I can prove my worth in your company. I am available during the weekdays in the morning for an interview. Please find my resume enclosed. I look forward to hearing from you.

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