

简历首页CoverLetter的写法建议(上) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/290/2021_2022__E7_AE_80_E5_8E_86_E9_A6_96_E9_c96_290386.htm 简历的首页应该是你的自我介绍，以及说明你是所应聘公司职位最佳人选的有力论证。要避免把你的首页做成流传的最普通的那种样式

。When writing your cover letter, keep in mind that the reviewer is only interested in one thing: the facts. Do not think of your cover letter as an autobiography. it should be brief and to the point. The purpose of the cover letter (and resume) should be one thing it should demonstrate that you meet or exceed the requirements listed in the job description. It should demonstrate that youre interested in the position, and that youre available to accept the position if offered. Additional information beyond this can be counterproductive, as it dilutes the core purpose of the cover letter. 在写简历首页的时候，一定要铭记在心，读简历的人只注重一件事：事实。不要把简历首页认为是自传书，它应该是简明扼要的。简历首页（和简历）的目的是一样的证明你能适应或者胜任工作描述中的要求。还应该表明你对这个职位很感兴趣，并且你随时都能上任。超过这个范围的附加信息只能让人产生反感，而且它削弱了首页的核心目的。When writing the cover letter, avoid negatives. A cover letter is not the place to explain why you left or are leaving an employer, why there are gaps in your employment dates, etc. These "negatives" are best delivered in person during the interview so that your personality can counter them. 在写首页的时候，避免消极否定的表达。首页不是你解释为什么离开、将

要离开某公司的原因或者其他原因的地方。这些消极的方面最好在面试的时候面对面的交流，这样你可以酌情对待。

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