

秘书经验:英文求职信模板（二）PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/457/2021\\_2022\\_\\_E7\\_A7\\_98\\_E4\\_B9\\_A6\\_E7\\_BB\\_8F\\_E9\\_c39\\_457654.htm](https://www.100test.com/kao_ti2020/457/2021_2022__E7_A7_98_E4_B9_A6_E7_BB_8F_E9_c39_457654.htm) April 13,2000 Room 212 Building 343 Tsinghua University,Beijing 100084 Ms. Yang: I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me that the Shanghai office of your company is actively seeking to hire quality individuals for your Auditor Program. I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC. I will be receiving my MBA this May from Tsinghua University. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company. I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your development program. I will be in the Shanghai area the week of April 16. Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then. Sincerely, Cheng Dan 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](http://www.100test.com)