**中文求职信范文**

尊敬的人事负责人：

您好！

首先，非常感谢您在百忙中抽空审阅我的求职信，给予我毛遂自荐的机会。我叫XXX，毕业于XX大学XX专业。

步入职场之前，我便已经对自己有一个清晰的认识。除了必要的职场责任心、认真注重细节这些基本外，敏锐的行业洞察力也是不可获取的一个技能。

经过大学四年锤炼，在面对未来事业的选择时，我对自己有了更清晰的认识。四年中我有三年连续获得一等奖学金的经历，并且在课余时间充分参与各项加分活动，如选举班干部、礼仪方正队、参加PPT大赛并获得一等奖、管理校内论坛等。在学习各科必修课程之外, 我一向热衷于电脑编程(c++builder), 学习外语和网络。另外, 我在应用c++builder进行软件开发方面有大量实践技巧, 编程水平不断提高。在外语方面, 我自高中起就非常注重实际应用能力的培养. 在大学里, 我多次协同组织外语协会英语演讲活动, 以及邀请外籍教师举办讲座活动。另外, 我选修了日语，也在积极学习中。 在网络方面,  同时我也较擅长于在网上搜集和发送信息。我相信，在我不断努力刻苦的学习中，我一定能够胜任这份高尚的职业，通过我的言传身教，定会为祖国培养环保方面的专业人才。

一直坚信“天道酬勤”，给我一次机会，我会尽职尽责。一个人惟有把所擅长的投入到社会中才能使自我价值得以实现。

诚祝事业蒸蒸日上

此致敬礼！

求职人：XXX

XX年XX月XX日

**英文求职信范文**

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

I’m pleased to be writing to you today regarding my application for the nursing position advertised on (Website Name). I believe my qualifications and experience make me an ideal candidate for this job.

I have a Bachelor’s Degree in nursing and 6+ years of proven experience effectively and efficiently managing both patients and staff. I am an extremely organized, calm, and patient professional with excellent healthcare skills. I have a passion for providing quality care to patients, and the necessary leadership skills to inspire other staff members to strive to provide above standard levels of service.

In my present role as registered nurse at Chicago Medical Center, I am tasked with evaluating the medical conditions of up to 20 patients daily, and developing and directing a rotational system to manage the care of patients and otherwise coordinate workforce management. During this time I’ve been recognized as a dedicated, ambitious, and reliable person who has the ability to work without supervision.

In addition, my four years of experience as an Assistant Nurse at Bright Spot LTD helped me realize and implement clinical duties I learned during the course of my education. While employed there, I was commended for proficiently handling difficult situations with patients and their family members.

I believe a relationship with your company would be mutually beneficial, as I am seeking a challenging work environment where I can use my skills to the fullest extent. I look forward to hearing from you, and would love to explain my skills further during an interview. Please find a detailed account of my work history in the attached resume.

Sincerely,

[Your Name]