

推荐工作的英文作文范文 第一篇

prill12, 20xx

dear sir or madam:

i am xxx, general manager of xxx. learning that an excellent staff member of ours, mr. xxx is intent on further studying abroad, i am much pleased and gratified. in my opinion, such a promising youth striving for progress should receive better education so as to create a brighter future. therefore, it gives me a high honor to strongly recommend this outstanding young man to your world-renowned university.

mr. xxx once did practice in ours in his last academic year at university. though he was not familiar with business and insufficient in working experience, he, instead of admitting defeat, never allowed any opportunity to study to slip away. taking full advantage of leisure time, mr. xxx thumbed through volumes of books regarding business and remitted to other experienced staff members modestly. gradually, he became well versed in various business and obtained certain working results. never satisfied with and proud of his acquisition, mr. xxx still communicated and discussed modestly with his colleagues about some puzzles he encountered in the work till finding out solutions. in light of his praiseworthy performance in the practice, we made an exception to recruit him as a full member of ours after his graduation (we seldom hire those just graduating from universities).

by now, as a business elite of ours, mr. xxx works even seriously, responsibly and diligently, setting a good example to other staff members. every drop of sweat will be repaid. mr. xxx has been appraised as excellent employee of ours and awarded considerable bonus.

to some extent, it may be a great loss of our company that such a superexcellent employee as mr. xxx is going to study abroad. however, in consideration of his prospect, i, without any hesitation, am in great favor of his decision of studying at your reputable university. with great sincerity, i expect that you will support his application fully and grant him an opportunity to uplift himself and realize his dream. thanks a lot.

respectfully yours,

xxx

general manager

xxx

tel: xxx

e-mail: xxx

推荐工作的英文作文范文 第二篇

尊敬的领导:

您好!

非常感谢您能够呈阅我的求职信。我是 xx 大学 xx 届护理本科毕业生。我有扎实的医学基础知识,熟练的操作技术及出色的工作能力,我有信心胜任即将从事的工作。在此,我向贵单位毛遂自荐。

选择本身就意味着竞争,有竞争才能更充分的实现自我的价值。希望这次竞争的结果能够让我有在贵单位工作和学习的机会。

医学是一门神圣的科学,它的价值在于挽救人的生命。四年的理论学习和一年多的临床实践,我养成了严谨的学习态度,缜密的思维方式和坚韧的性格。对待患者我有一颗友爱关怀的心,我热爱护理事业。四年的医学熏陶圆了我的医学梦,让我的羽翼更加丰富,我要在实际的临床中继续深造。

在校期间,我不但学到了专业知识,更提高了综合素质,我曾任学生会生活部部长、理论中心组组长、组织开展多次党建知识学习活动,多次组织百家寝室评比,diy 大赛,有一定的组织基础和创新处事能力。在努力学习本专业知识的同时,我不断充实自己,积极向党组织靠拢,现为党员,已接受高级党课培训,并顺利通过党课考试,努力使自己成为当今社会所需的复合型人才。

作为 21 世纪的大学生,我没有只满足于校内理论知识的学习,经常走向社会理论联系实际,从亲身实践中提高自己的综合能力。我相信我自己能够适应今天社会激烈的竞争环境。

最后真挚感谢您对我的关注,希望贵单位能给我一个实现梦想、展示才华的机会,祝贵院事业蒸蒸日上,屡创佳绩!盼望能接到您的答复信。

求职人:

护士求职信范文(三)

尊敬的院领导：

您好！

当您亲手打开这份求职信，将是对我过去四年的检阅，当您最终合上它，也许又将决定我人生新的旅程。感谢您在百忙中抽空翻阅我的自荐信，自信的我不让您失望。

我叫程莉莎，是一名即将于 20xx 年 6 月毕业于长沙医学院护理本科专业的毕业生，借此择业之迹，怀着一颗赤诚的心和对事业的执着追求，真诚地推荐自己。

推荐工作的英文作文范文 第三篇

november 10, 1999

to whom it may concern:

this is to confirm that mr. li dashui has worked as a full-time system analyst in the ny university since jun 1994(or this letter is to verify that mr. li dashui worked as an chemist from july 1993 to sept. 1994). mr. lis main duties and responsibilities are as follows:

design, develop and install various computer hardware, software and network systems for banks.

determine and analyze the requirements of each system project into related componets solved through the application of computer technology.

write specifications for computer programs, and test and implement programs for network systems and control systems.

supervise computer programmers and other system analysts for paticular system projects.

mr. li has mainly taken part in the following projects:

the first engineering design of city general business computer network system.

upgrading banks system for ibm as/400 e45 to ibm as/400 320, ibm as/400 530.

the design development and test of city general business computer network system.

the design and development network and database systems for the golden credit card project.

mr. li is well experienced with ibm as/400 system analysis, tcp/ip protocol, sna protocol and lan; proficient in rpgiii, vb, c/c++ and db2, and skilled in unix, informix, client/server etc.

mr. li is a hard-working and talented analyst, and is highly respected member in our company. if you need further information, please feel free to contact me.

sincerely yours,

signature,

zhang xiaoming

senior engineer and technical manage

company name, address, tex & fax

英文工作推荐信

Dear Admission Committee:

Miss Pan Bei requested a letter of recommendation from me to support her application for graduate program at your university. As her teacher, I am pleased to comply with her request.

I first got to know Miss Pan when she enrolled at university and I was the assistant director of her class at that time. Being a professor for several years, I noticed that due to the lack of self-learning ability, it is really challenging for students, even those performing excellent in senior school, to keep up with the college speed. However, as a diligent girl without any solid background in Computer Science before college, she adapted quickly to the especially competitive environment in our department. At the end of the first year, she earned the 5th rank in her class, while ranking 1st among the girls. I was fairly impressed by her self-learning technique and exceptional efforts. Hence, I believe, goal-oriented, not afraid of inchoateness and with persistence, she has the quality to make achievements.

What distinguished her among her classmates, I think, was that she went far beyond acquiring excellent scores in the exams and instead got her range of knowledge enlarged. In spring, 2006, Miss Pan took

the course I taught named “Algebraic Structures and Combinatorial Mathematics”. This inquisitive and assiduous young woman was sometimes the last to leave after my class, raising novel questions related to the subject. I found that she understood the knowledge in depth and detail. Furthermore, I still remember during the spring vocation in May, due to the break-down of my mail box, I missed her mails to discussing some questions. But the following week during the course time, she asked me directly. Her zeal for knowledge and the spirit to explore answers really leave me a deep impression. Finally, she was among the few students who got almost full marks in every test in class which showed her exceeding grasp of every chapter. Thus, I gave her 98/100 for the excellent performance in my course.

In summary, I have every reason to believe that Miss. Pan will make outstanding performance at your university as a graduate. I would appreciate greatly if you give her a favorable consideration. Please feel free to contact me directly if more assistance is needed.
Faithfully yours,

Wanling Qu, Professor

Department of Computer Science and technology Peking University

Email:

推荐工作的英文作文范文 第四篇

As the Director of the Bay Area Community Center, I work closely with many of the community volunteers. I consider Michael Thomas to be one of the most studious and responsible

members of our organization. After three years time, I have come to know him well and would like to recommend him as a candidate for your undergraduate program.

Michael is a dedicated member of the Bay Area community and has donated countless hours of his time to the Center. He has not only worked with members of the community, he has also helped to implement plans and programs that will eich the lives of those around him.

Michael’ s leadership and organizational skills have been invaluable to these programs, most of which have been started from the ground up.

For example, the children of the Bay Area are now able to benefit from a multitude of new after-school and tutoring programs, while the

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