

TỔNG HỢP MẪU ĐƠN XIN VIỆC BẰNG TIẾNG ANH NĂM 2018

- 1. Mẫu đơn xin việc bằng Tiếng Anh vị trí Accountant**
- 2. Mẫu đơn xin việc bằng Tiếng Anh vị trí Civil Engineer**
- 3. Mẫu đơn xin việc bằng Tiếng Anh vị trí Import Export Staff**
- 4. Mẫu đơn xin việc bằng Tiếng Anh vị trí Interpreter**
- 5. Mẫu đơn xin việc bằng Tiếng Anh vị trí Marketing Executive**
- 6. Mẫu đơn xin việc bằng Tiếng Anh vị trí Mechanical Engineer**
- 7. Mẫu đơn xin việc bằng Tiếng Anh vị trí PHP Developer**
- 8. Mẫu đơn xin việc bằng Tiếng Anh vị trí Production Supervisor**
- 9. Mẫu đơn xin việc bằng Tiếng Anh vị trí QC Supervisor**
- 10. Mẫu đơn xin việc bằng Tiếng Anh vị trí Sales Executive**
- 11. Mẫu đơn xin việc bằng Tiếng Anh vị trí Finance Manager - Finance Controller**
- 12. Mẫu đơn xin việc bằng Tiếng Anh vị trí HR**
- 13. Mẫu đơn xin việc bằng Tiếng Anh vị trí Production Staff**
- 14. Mẫu đơn xin việc bằng Tiếng Anh vị trí QA Manager**

Mẫu đơn xin việc bằng Tiếng Anh vị trí Accountant

Nguyen Van A

Tan Binh, HCMC

M: 09090909xx

E: nguyen....@gmail.com

14th June 2014

Ms Nguyen Van B

HR Manager

ABC manufacturing company

Thuan An, Binh Duong

Dear Ms. B,

Apply to: Accountant position

I am writing to apply for the Accountant position which was advertised on the Careerlink.vn website.

I completed my Bachelor degree with an accounting major in 2012. After graduation, I worked as an Accountant at DEF manufacturing company. My duties included reconciling bank transaction and all payment by cash and credit card to make sure all accuracy, supervising all payable accountant/ receivable accountant, assisting Chief Accountant to check the accountant's record, making tax reports eg: VAT, PIT and CIT, calculating Fixed asset and prepared expenses.

You will find me to be a positive, motivated and hard-working person who is keen to learn and contribute. Given the opportunity, I would apply myself with enthusiasm to all tasks, ensuring that I get the job done accurately and efficiently.

As part of my application I have attached my resume for your consideration. I look forward to meeting with you and discussing my qualifications in more detail.

Yours sincerely,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí CivilEngineer

Nguyen Van A
Tan Binh, HCMC

M: 09090909xx

E: nguyen....@gmail.com

19th June 2014

Mr. Nguyen Van B
HR Manager
ABC Construction Company
District 1, Ho Chi Minh City

Dear Mr. B,

Apply to: Civil Engineer position

I would like to apply for the post of Civil Engineer as advertised on the Careerlink.vn website. My background, skills, experience make me an ideal applicant for the position.

I am a degree holder in Civil Engineering from HCMC University of Technology with 3 years of experience in construction field. Presently I'm working as a Site Engineer at DEF Company specializing in executing office building, apartment building, trade center and factory... Most of my job includes identifying outstanding and incomplete drawings and interface details, testing site materials, controlling sub-contractor's executing work at site, performing QC by monitoring, checking and reporting of site work, assisting the Quantity Survey in valuating and in assessing addition work.

In addition, the projects that I have undertaken have honed my skills in working affectively both independently and as part of a team, giving instruction to building workers. I am good in using graphical software such as: AutoCAD, Photoshop, CorelDraw, Illustrator.

You will see from my enclosed resume not only the projects I taken part in, but also the qualifications and experience I can fulfill the requirements for this job.

I would welcome the opportunity to talk to you and I hope that you will invite me for an interview. I thank you for your time and I look forward to hearing from you.

Yours sincerely,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí ImportExportStaff

Nguyen Van A
Tan Binh, HCMC

M: 09090909xx

E: nguyen....@gmail.com

14th June 2014

Human Resource Department

ABC trading company

Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: Import Export Staff position

I am writing in regards to the position of Import Export Staff currently advertised on the Careerlink.vn website. The particular skills and requirements listed in your advertisement interest me a lot.

I am employed at DEF Company specializing in manufacturing electric components where I have been the Import – Export Staff for 3 years. At here, I am extremely skilled in:

- Making the customs profile and related documents
- Communicating and contacting with suppliers, customers, about the receiving and delivering schedules, prices
- Making and following up the import-export plan
- Check the Import – Export documents, calculate the tax, ship fee, warehouse fee

I have got a Bachelor Degree in Foreign Trade and Toeic 800, familiar with Ecus software, well understanding about Incoterms 2000 and 2010. I usually update all the Law and Government document about Import – Export. I really enjoy communicating with others, working in a team as well as in individual.

These are the qualities, experience that you're looking for this position. I have enclosed a copy of my resume for your consideration. I look forward to hearing from soon.

Yours faithfully,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí Interpreter

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen....@gmail.com

14th June 2014

Human Resource Department
ABC manufacturing company
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: Interpreter position

I am writing to the position of Interpreter currently as advertised on the Careerlink.vn website.

I am a qualified Translator/Interpreter with a Bachelor of Japanese Language at DEF University. During my university days, I usually took part in Japan-Vietnam culture exchange program. I was lucky to visit Japan where I stayed for ten days and get to know their culture and dialect.

Presently, I am working with a Japanese company specializing in producing food. My job involves in translating all the technical documents related to products, materials, manufacturing process... I am also participating in conferences and meetings to help out foreigner and Vietnamese in understanding the spoken and content meeting.

I have got the certificate of Japanese Language Proficiency Test N2. I am good command in English and familiar with Microsoft Office. I really enjoy communicating with others, working in a team as well as in individual.

These are the qualities that I believe make me a suitable for this position. My resume is attached and I look forward to being able to discuss the position with you further.

Yours faithfully,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí Marketing Executive

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen...@gmail.com

14th June 2014

Human Resource Department
ABC Consumer Goods Company
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: Marketing Executive position

I am writing in response to your advertisement in Careerlink.vn website inviting applications for Marketing Executive.

After graduated from The HCMC University of Economics majoring in Marketing, Bachelor of Business Administration, I now am working as a Marketing Executive conducting skin care products at DEF Fast Moving Consumer Goods Company. In my current position, I am responsible for managing all steps involved with new product launches under the direction of the Marketing Manager, monitoring and evaluating competitor activity, planning, implementing and handling ATL/BTL promotions, working with sales, operations and finance to achieve marketing objectives. The skin care market share has increased 20% compared with last year.

I have high-level communication and interpersonal skills and I am an effective team leader, with the ability to work in a culturally diverse environment. I have a keen interest and would pursue my career in marketing field. With regard to this position, my experience and education background is a perfect fit for this job.

I would like to set up a time to meet with you in order to discuss my potential contributions to your company. Thank you for your consideration.

Yours faithfully,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí Mechanical Engineer

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen....@gmail.com

19th June 2014

Ms Nguyen Van B
HR Manager
ABC manufacturing company
Thuan An, Binh Duong

Dear Ms B,

Apply to: Mechanical Engineer position

I have recently seen an advert on the Careerlink.vn website for the position of a Mechanical Engineer and I would like to apply with interest.

After receiving a Bachelor of Science degree in Mechanical Engineering from the HCMC University of Technology in 2011, I have taken a position as a Mechanical Engineer at DEF Company specializing producing hand tools. I have been responsible for making operation standard for all process in workshop, updating and management drawing in system, controlling drawing to make sure all versions are newest, reviewing of design document, following up all Issues (ECN, NCR, CAR), controlling ISO9001 in technical department.

In addition, I am proficient in using in AutoCAD, Solid work, Solidedge. My key strengths include strong troubleshooting skills, quick problem solving ability and passionate to learn and adopt new technologies and skills.

As my years of education and experience make me feel confident that I get the job done efficiently.

My enclosed resume provides more details on my qualifications, skills and work experience. Please feel free to contact me if you have any further questions. Thank you for your consideration.

Yours sincerely,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí PHP Developer

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen...@gmail.com

19th June 2014

Human Resource Department
ABC Technology Company
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: PHP Developer position

Having read your recent advertisement on the Careerlink.vn website for the vacancy of PHP Developer, I write to apply for the post.

I have a degree in Computer Science and three years of experience working as a PHP Developer at DEF Company operating in the fields of multimedia and web-based software development. I am responsible for developing websites and others tools, managing, optimizing and integrating various assets (information, images, animations, creative concepts and videos) to achieve desired objective, connecting to back-end data via middleware or static data, creating and implementing various applications...At here I have experience working with PHP, MySQL, Javascript.

My technical proficiencies include demonstrated expertise in web architecture, HTTP, XML and a profound knowledge of Zend framework and MVC, Flex, HTML5/CSS3. I have ability to work under pressure and meet deadline of the project. I am also self-motivated in problem solving, have attitude to learn quickly, ability to work effectively both in a team environment and independently.

I am positive that I can meet your company's requirement with my experience, background, and skills. I look forward to hearing from you at your earliest convenience. Thanks so much for your time and consideration.

Yours faithfully,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí Production Supervisor

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen....@gmail.com

14th June 2014

Human Resource Department
ABC manufacturing company
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: Production Supervisor position

I am writing to the position of Production Supervisor currently as advertised on the Careerlink.vn website. I think I have skills and experience that you are looking for in order to fill the position in a positive manner.

I have got a Bachelor's Degree in Food Technology with over 4 years experience at DEF Food and Beverage Manufacturing Company. After 3 years working as a Production Engineer, I received BOD's appreciation and got Production Supervisor position. I am responsible to provide leadership for brewing and beer processing activities to continuously improve quality and productivity while maintaining product specification, GMP, food safety and best practices. I am also responsible for raw material handling, brewing, fermentation and beer processing. I apply "lean manufacturing" methods, such as 5S, Kaizen to eliminate waste, increase efficiency, and improve production.

I have high-level communication and interpersonal skills and I am an effective team leader, with the ability to work in a culturally diverse environment. I am always willing to work beyond normal working schedule to complete plan within timeline. With my extensive experience and knowledge, I believe I could make a valuable contribution to your team and help lead the organization to further success.

I would like to set up a time to meet with you in order to talk about this in more detail. You can call me at any time at 09090909xx. Thank you for your consideration.

Yours faithfully,

Nguyen Van A

Mẫu đơn xin việc bằng Tiếng Anh vị trí QC Supervisor

Nguyen Van A
Tan Binh, HCMC
M: 09090909xx
E: nguyen....@gmail.com

14th June 2014

Mr. Nguyen Van B
HR Manager
ABC Garment Company
Tan Phu District, Ho Chi Minh City

Dear Mr. B,

Apply to: QC Supervisor position

According to the posting I read on Careerlink.vn, you're currently looking to hire a QC Supervisor. I believe that I am a perfect candidate for the job.

I have a B.S. in Garment Technology from DEF University, over 3 years in garment industry as QC Supervisor, strong ability to monitor production process, inspect materials and products for defects during sewing operation, printing, washing and final packing process.

I am a well organized, hardworking person. I am always willing to work beyond normal working schedule to complete orders on time. I have the applicable education, training, and experience that you are requesting of your QC Supervisor position.

I appreciate your attention to my cover letter and resume and look forward to hearing from you soon.

Yours sincerely,

Nguyen Van A