**Mẫu đơn xin việc bằng Tiếng Anh 1 - Sales Manager**

**COVER LETTER**

HR Manager

Company Name: ……………..

Company Address: ………….

Date: ……………………….

Dear Mr. /Mrs. /Ms. (Manager’s Name)

Please accept my application for the Sales Manager role advertised in (Website’s Name) website. After reading the job description, I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

I am a sales oriented professional with expertise in client relationship management, customer satisfaction and retention, and people management. I possess astute business understanding and am experienced in contributing to strategic planning, delivering improvements in processes, productivity, and costs. Currently employed with Long & Thompson Real Estate as a Sales Manager, I supervise a sales team of 7 members, maintain the profit objectives, and analyze future trends.

In all the roles I have held, I have fostered strong relationships with customers and strategic associates. Working as a Sales Assistant with Trip Insurance Company, I exceeded all my targets and simultaneously gained respect from staff and management through effective communication and liaison. I was awarded “Outstanding Achievement’’ trophy for my willingness to perform an active and hands-on role in every duty associated with the position.

My referees will be happy to discuss my positive attitude and strong work ethic.

Thank you for your time. I look forward to discussing my application further at an interview.

Yours sincerely,

Name:…………..

Address:…………….

T: phone number ………..

E: email address ……………..

**Mẫu đơn xin việc bằng Tiếng Anh 2 - Senior marketing analysis**

**COVER LETTER**

February 17th , 2015

Le Van B

126/… Le Van Tho, Ward 11 Go Vap District, Ho Chi Minh 0903…

h4…@yahoo.com

Mr. Pham Manh C Human Resource Manager ABC Vietnam

XX Pham Ngoc Thach Street, District X Ho Chi Minh City

Dear Mr. C,

I am writing to apply for the senior marketing analysis position you advertised in the Youth Newspaper dated 14th February, 2006. With my education and employment background, I believe I could make a valuable contribution to ABC Vietnam in this position.

I have graduated from Hanoi Foreign Trade University where I was always considered to be one of the top students. During the years of university, I was involved in a marketing research project that gave me experience in interviewing, surveying and dealing with the analysis of the data collected. I also have completed a course in statistics and research methods.

In addition to academic work, my experience has been expanded by working as a sales representative with a small dairy foods firm with an annual budget of approximately $ 15,000. Because of the small size of this business, I was exposed to and participated in most aspects of managing a business, including advertising and marketing. As the sales representative, I produced monthly sales reports that allow the procurement department to project seasonal inventory needs. Moreover, I assisted with the development of ideas for special promotional events and calculated sales proceeds after each event in order to evaluate its success.

I believe that the combination of my business experience and unique skills is well-suited to the position you described. I have enclosed a copy of my resume with additional information about my qualifications.

I would welcome the opportunity to interview with you.

Yours sincerely,

Le Anh B

**Mẫu đơn xin việc bằng Tiếng Anh 3 -**

**COVER LETTER**

Nguyễn A  
0974 304 506  
[NguyenA@gmail.com](mailto:NguyenA@gmail.com)

Human Resource Department  
ABC company

Dear Ms. C,

I am writing in response to your recruiting announcement of Content Manager for in www:// . According to the job description I believe, the experiences and skills I have developed over 5 years can help me to undertake this position very quickly and with good performance.

I graduated from …. with GPA around 8.5/ 10; besides that 5 years of experiences working in lowest level to the superviser level in digital content field gave me a lot of experiences; one of my biggest awards in my career so far is “The best employee of 2014” in Admarket VN company (100% owned foreign company) based on the highest Facebook shared of my Post in 2014 (100.000 shares) that was estimated 10% of that amount became the loyal reader of Admarket VN. Before Admarket VN, I also worked for ABC company, XYZ company and AZ company – they all in the digital content developing company.

My good results in recent years acchieved becaused I invest a lot on developing skills of English, microsoft office, internet searching and also some important courses in digital content marketing held by very proffessional training companies like: AAA, YYY.

With all the experiences, skills developed and always cultivated, I believed in the good performance when I have a chance to work and contribute to webkynang.vn. I would be grateful if you could arrange an appointment with me that allows me to express more about suitable on the position.

Thank you for your time and consideration.

Sincerely,

Nguyễn A

**Mẫu đơn xin việc bằng Tiếng Anh 4 - Accountant**

**COVER LETTER**

**Nguyen A**  
Thu Duc, HCMC  
M: 09090909xx  
E: nguyen….@gmail.com

14th June 2015

**Ms Nguyen 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 ww://… 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‘ 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 A

**Mẫu đơn xin việc bằng Tiếng Anh 4.1 - Sales Executive**

**COVER LETTER**

**Nguyen A**  
Thu Duc, HCMC  
M: 09090909xx  
E: nguyen….@gmail.com

14th June 2015

**Mr. Nguyen B**

HR Manager

ABC manufacturing company

District 9, Ho Chi Minh City  
  
Dear Mr. B,   
  
**Apply to: Sales Executive position** 

I am pleased to find your advertisement for Sales Executive position on www://…. I feel that it is direct match with my qualifications and experience.

I have got Bachelor Degree in Business Administration with two years in sales of electronics goods.  In my recent position as a Sales Executive for DEF Electronics Company, developing sale network of selected products in the South region. I have had the opportunity to increase sales by 25% during the first year, 35% during the second year and named “Sales Executive of the Year” for outstanding performance.

I possess aggressive marketing and good negotiating skills. My verbal communication skills and positive attitude makes me an effective communicator with my customers. Given the opportunity, I would be able to become an excellent representative of your sales team.

Please consider the enclosed resume to know more about my professionalism, background and skills. I look forward to have an opportunity of discussing my application with you further and how I can significantly contribute to the ongoing of your reputable company.

Yours sincerely,

Nguyen A

**Mẫu đơn xin việc hay bằng Tiếng Anh 4.2 – QC Supervisor**

**COVER LETTER**

**Nguyen A**  
Thu Duc, HCMC  
M: 09090909xx  
E: nguyen….@gmail.com

14th June 2015

**Mr. Nguyen 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 www://.., 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 forwarding to hearing from you soon.

Yours sincerely,

Nguyen A

**Mẫu đơn xin việc hay bằng Tiếng Anh 4.3 – Marketing Excutive**

**COVER LETTER**

**Nguyen A**  
Thu Duc, HCMC  
M: 09090909xx  
E: nguyen….@gmail.com

14th June 2015

**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 you advertisement in www://… 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 A

**Mẫu đơn xin việc hay bằng Tiếng Anh 4.4 – PHP Developer**

**COVER LETTER**

**Nguyen A**  
Thu Duc, 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 A

**Mẫu đơn xin việc hay bằng Tiếng Anh 5 -**

**COVER LETTER**

**Human Resource Department**

Dear Sirs and Madams

My full name is Nguyen A. I am 25 years old, male and have graduated the Thai Nguyen University of Technology in June , 2012

During my studies and working, I have improved my ability to:

* Work under pressure.
* Be independent and creative in work. I can work in teamwork.
* I am familiar with computer and some software such as: AutoCad, Office,…

From 11/2012 to 03/2014, I work at Foxconn. Here, I am ICT – FT engineering (Repair, function test mother board, operation , quality control produce). I had complated function of me.

From 04/2014 to now, I work at Viet Nam Tabuchi Electic. Here, I am supervisor production.

I realize me have possibility learn and work for new function.

I got the information in your advertisement that your company is recruiting new staff and I realize The Group have good develop trend, stature, position and professional working atmosphere so I woud like to apply for the post of main production or QC in your company with my wish as more study and work at new-model atmosphere and more professional.

I hope that you will give me an appointment at a time most convenient to you when I call at your offfice for this job.

I enclose my CV and recent photograph.

I look forward to hearing from you.

Yours faithfully

Nguyen A

**Mẫu đơn xin việc hay bằng Tiếng Anh 6**

**COVER LETTER**

**Stephen Davis**

200 West First St.

Auburn, ME 04211

Phone: 207.333.4095 Email: [ab@gmail.com](mailto:ab@gmail.com)

July 22, 2014

Sally Jenkins

ABC Company

Auburn, ME 04211

Dear Ms. Jenkins,

I am writing to inquire about possible openings at ABC Company for a research assistant. I am interested in a senior level position offering the opportunity for travel and advanced research assignments.

As a professional administrative assistant with excellent research skills. I am eager to contribute my abilities and experience training and background. I believe I can help ABC Company meet.

I know I would be a great asset to your company and look forward to discussing how I can add to your business.

Please find enclosed my resume and a list of my references. Feel free to call me at 207.333.4095, to arrange a time to meet. I look forward to hearing from you.

Yours sincerely,

**Stephen Davis**