

## Mẫu đơn xin việc bằng tiếng Anh

Bất luận là nhà tuyển dụng có yêu cầu hay không, thì đi kèm với một loạt các văn bằng, chứng chỉ, rất nên thêm vào một thư xin việc bằng tiếng Anh. Xin giới thiệu một mẫu thư tham khảo, nhằm giúp bạn viết một bức thư có nội dung, văn phong và trình bày tốt.

Trước hết, phải tuân thủ nguyên tắc trình bày thư đã quen thuộc với hầu hết người nước ngoài, đó là thứ tự và căn chỉnh các đoạn. Để tránh rườm rà, hãy thực hiện căn trái toàn bộ nội dung, dùng font chữ chân phương, chẳng hạn Times New Roman (13 points). Bên trên cùng, ghi địa chỉ liên lạc và số điện thoại của bạn, sau đó đến ngày viết thư, rồi tên người nhận. Nội dung thư được trình bày trong diện tích còn lại của trang A4, nên ngắn gọn, rõ ràng.

Văn phong tiếng Anh có đặc thù là đi vào mục đích chính ngay khi mở đầu nội dung. Vì vậy, bạn nên “đặt tên” thư bằng một dòng in nghiêng, mở đầu bởi từ dẫn Reference, ví dụ: Re: Salesman post. (Dự tuyển vị trí nhân viên bán hàng). Chú ý, câu này sẽ được sắp xếp ngay sau địa chỉ người nhận và trước khi bắt đầu trình bày thư.

Tổ chức nội dung thư có nhiều cách khác nhau và còn tùy thuộc vào các yếu tố: kiến thức cá nhân của người viết, yêu cầu của nhà tuyển dụng. Tuy nhiên, để tránh lan man, chỉ nên gói gọn lại trong 3 đoạn, lần lượt nói về nguyên nhân đăng ký thi tuyển, những hiểu biết về chuyên môn của bạn và một số điểm mạnh cá nhân (thông minh, nhanh nhẹn, sẵn sàng công tác xa...).

Kết thúc thư, hãy khẳng định với nhà tuyển dụng rằng bạn mong muốn được gặp trực tiếp họ trong một buổi interview (I am looking forward to an interview at your office).

### Dưới đây là một mẫu khá thông dụng:

Nguyen Van Nam

6 Lang Trung, Dong Da, Ha Noi

Tel: 090-260448

May 10, 2001

ABCD Enterprise

Attn: Human Resources Manager

Re: Salesman post

Dear Sir,

In reply to your advertisement in the Newspaper, I am pleased to enclose my C.V to apply for the Salesman position of your office in HCMC.

From my C.V, you will see that, I graduated from Foreign Trade University with a good bachelor degree. I have a good command of Vietnam economic and social situation, and I am confident in doing business.

At present, I am working for....

In addition, I am active and enthusiastic. I am willing to learn and do what takes to get a job done well even under pressure or on far mission.

I am looking forward to an interview at your office.

*Yours faithfully,*

Nguyen Van Nam

## **Mẫu sơ yếu lý lịch**

### **CURRICULUM VITAE OF NGUYEN THI THANH PERSONAL DETAILS**

**Date of Birth:** 19 January 1982

Address: 123 Ly Tu Trong, District 1, Ho Chi Minh City

Tel: +84(0) 8 2910405

Mobile: 0905 211009

Email: [thanhnt82@yahoo.com](mailto:thanhnt82@yahoo.com)

Marital status: Single

### **EDUCATION**

2000-2005 University of Medicine & Pharmacy, HCMC

- BSc Pharmaceutical Management

1997-2000 Le Hong Phong High School, HCMC

- High School Diploma (grade: Excellent)

### **QUALIFICATIONS**

2003-2005 Student representative on Academic Committee

2005 Business Management course - Hoa Sen College, HCMC

- Diploma with distinction

2004 Computer Skills course - Hoa Sen College, HCMC

- MS Word
- Excel
- MS Powerpoint
- Website design
- Inventory & stock control

### **LANGUAGE SKILLS**

• English: Advanced level General English and Conversation. In addition, I have regular contact with foreign visitors in my voluntary work at Tu Du Hospital, which requires frequent use of spoken English.

- Japanese: Sakura School level D (intermediate)

## **EMPLOYMENT HISTORY**

Jan 2003 - Aug 2004: Data collection staff, TNS Company, HCMC (part-time)

Mar 2000 - Nov 2002: Zozo Bakery, HCMC (part-time)

- Zozo is a non-profit making organization which raises money to assist the welfare of underprivileged families. I started as a waitress and was then promoted to Assistant Service Manager responsible for organising the daily duty roster for service staff.

## **VOLUNTARY WORK EXPERIENCE**

2003 - present: Assistant at Hoa Binh Village, Tu Du Hospital, HCMC

- This internationally funded project provides care facilities for young victims of Agent Orange, and undertakes research into the continuing effects of the spraying.

2003: International Visitors' Guide, South-East Asia ParaGames, HCMC

## **PERSONAL PROFILE**

- Enthusiastic, open minded, caring and resourceful. I'm optimistic, have a good sense of humour and get on easily with people of all ages and backgrounds.

- I intend to return to university for postgraduate pharmaceutical studies, but would like to gain some practical experience of healthcare work first.

- I greatly admire the W.H.O., and would welcome the chance to work with an organization in which I can develop the experience gained during my voluntary activities.

## **OTHER ACHIEVEMENTS & INTERESTS**

- Song composition; 1st prize (popular music) in University competition, 2003

- Playing the guitar

- Badminton and table tennis

## **REFEREES**

1. Professor Le Hoang, Head of Pharmaceutical Department, University of Medicine & Pharmacy, HCMC

Tel: +84 (0)8 8558411 Email: [lehoangyds@edu.vn](mailto:lehoangyds@edu.vn)

2. Dr Pham Thi Phuong, Superintendent, Hoa Binh Village, Tu Du Hospital, HCMC Tel. +84 (0)8 8395118 Email: [peacetudu@hcm.vnn.vn](mailto:peacetudu@hcm.vnn.vn)

## **Curriculum Vitae**

Full name: TRA THI KIM ANH

Date of birth: Jan, 21, 1981

Place of birth: Da Nang

Nationality: Vietnamese

Marital Status: Married

Health status: Good

Current Postal Address: No 50/191, Lac Long Quan, Cau Giay, Ha Noi

Contact number: 095. 3366 393 (Cell phone)

04. 8364085 (home)

### **Qualifications:**

B.A in Accounting & Auditing, Hanoi Finance Academy , June, 2003

Certificates:

– TOEFL

- Business English - IVN Institute
- Accounting English - IVN Institute
- Accounting software: Sun System, Fast, AC soft, ERP soft, AccB soft (for Project Accounting)
- Proficient in the use of Outlook, Word, Excel, Power point...
- Administration Course
- An management accounting course - on going

### **Working experiences:**

Jan , 2005 – present:

Position : Manager of Accounting and Tax Consultant Services

Company : Investment & Management Consultant-Training Co., Ltd [IMCT]

Address : Floor 4 - 73 Tran Duy Hung - Hanoi

### **Job responsibilities:**

#### 1. Role of Manager:

- Assist Director in building development strategies of Accounting service
- Set up working plan for staff
- Control process and quality of Accounting service contracts done by staff
- Assist IT department in training and deploying project accounting for EC projects such as:
  - + Vietnam Human Resource Development In Tourism Project (VNHRDT)
  - + Small and Medium- sized Enterprise Development Fund (SMEDF)
  - + Multilateral Trade Assistant Project Vietnam II (MUTRAP II)
  - + Vietnam Private Sector Support Programme (VPSSP-VN)
  - + Institutional Support Project to Viet Nam (ISP)

#### 2. Role in deployment of accounting service contract

##### Jan - Jun 2005:

Take direct responsibilities for accounting of T&T Co., Ltd – major in Transportation field

- Audit all vouchers occurred in 2005
- Set up Financial Statement for fiscal year 2005
- Set up accounting system for 2006
- Training ERP accounting soft ware for T&T’ s accountant

##### Jul 2005 - Feb 2006:

Take direct responsibility for accounting of Child Fund –a Non government organization.

- Check all original vouchers occurred before submitting to the Country Director
- Control cash on hand and cash on bank to build fund requests monthly.
- Responsibility for Bank accounting and tax accounting
- Input vouchers into Sun system soft ware
- Export data from soft ware to excel (using Vision) to set up required reports
- Make monthly project reports to project managers
- Make monthly & quarter fund reports, board reports to Country Director.

##### Feb – 31, Apr 2006:

Take direct responsibility for accounting of Thanh Tan An Co., ltd – major supermarket field

- Audit all vouchers occurred in 2005
- Set up Financial Statement for fiscal year 2005
- Set up accounting system for 2006
- Training accounting and accounting software for Thanh Tan An ‘s accountant

##### Apr – up to now:

Make directly responsibility for accounting of Prieure Vietnam –a Australian company - major in design and sewing export garments.

- Check all original vouchers occurred before presenting to Director
- Control cash on hand and cash on bank to build fund request every month
- Responsibility for Bank accounting and tax accounting
- Input vouchers into soft ware
- Responsibility for following and making report for domestic revenue and export revenue
- Set up monthly Cash flow and Profit & loss statements

Jan – Dec 2004:

Position : General Accounting

Company : International Market co., ltd

Address : 06 - Truc Bach - Tay Ho - Hanoi

Job responsibilities:

- Follow up account payable and account receivable
- Hold the task of tax accountant: check all voucher occurred, prepared monthly tax report, keep contact with tax agent
- Set up monthly sale report.
- Control the data input and entry of the accountant assistant

May – Dec 2003

Position : Accountant officer

Company : Trading and Construction company – a state company

Address : 22 – Vo Thi Sau – Hai Phong

Job responsibilities:

- Take responsibility for bank accounting: handle bank transactions, make monthly bank reconciliation
- Hold the task of tax accountant: check all voucher occurred, prepared monthly tax report, keep contact with tax agent

**Personal qualities:**

- Keeping “Can do” attitude
- Activeness, self-motivator
- Good organization and communication skills
- Sense of responsibility, eagerness to learn and work
- Ability to work independently as well as within virtual teams and work independently to deadlines and targets./.