

writing formal e-mail

(تقديم وظيفة)

Dear sir/madam, —————> في حال ما تعرف الشخص

Dear Mr/Mrs (اسمه), —————> في حال تعرف الشخص

I was very interested in your advertisement for (اسم الوظيفة) in oman's newspaper, and believe I have the qualifications you need.

I very much enjoy working with people and have good interpersonal skills. I love (حسب الوظيفة) and find such job interesting.

I graduated from (مكان الدراسة) (كم سنة من تخرجت) years ago. I am now working as (الوظيفة الحالية) in (اسم الشركة)..

I have excellent oral and written english and Arabic. I am excellent in different computer programs.

I attach a copy of my CV, together with names of two referees. You can contact by e-mail.

I look forward to hearing from you.

Your faithfully, —————> في حال ما تعرف الشخص

your sincerely, —————> في حال تعرف الشخص
(اسمك)

نموذج ١

By maryam alqarni



writing formal e-mail

(تقديم وظيفة)

Dear sir/madam, —————> في حال ما تعرف الشخص

Dear Mr/Mrs (اسمه), —————> في حال تعرف الشخص

I have come across your advertisement regarding the post of
(اسم المنشور) in (وين شفته) dated (تاريخ البوست)

I am a graduate in (Subjects) from (مكان الدراسة) university. Currently,
I am working in (الوظيفة الحالية) as (المنصب). I have
around (كم سنة من الخبرة) years of works experience.

I believe that I would be a good applicant for this position
————— I am able to ————— I am interested in —————

I hope that you will consider me to be a suitable candidate. I look
forward to hearing from you soon.

Your faithfully, —————> في حال ما تعرف الشخص
your sincerely, —————> في حال تعرف الشخص
(اسمك)

نموذج ٢

By maryam alqarni

