

《考研英语考前30天狂背作文》1-3 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/111/2021_2022__E3_80_8A_E8_80_83_E7_A0_94_E8_c73_111059.htm 求职信1结构要点:求职信是具体职位的信件，包括下列三个部分：1．说明应聘职位；2．介绍自身情况；3．请求回复并表示感谢

。 directions5Write a letter in about 100 words to a high school to apply for a teaching position. Do not sign your own name at the end of your letter, using Li Ming instead. Sample: Dear Sir, I am writing to apply for the position as an English teacher that you recently advertised in Sichuan Daily. I take keen interest in the post because I find that my major and experiences well meet the requirements you stated in the advertisement. Being interested in English teaching, I pursued my graduate study in the direction of teaching methodology in Sichuan International Studies University, and got a Master ' s Degree in 2003. I was a top student through the three academic years, as can be shown in the enclosed resume and reports. After graduation, I ever taught English in a Xi ' an high school. As Sichuan is my hometown I love very much, I have decided to move back and so I venture to apply for the position in your school. If I were favored with an interview, I would be most grateful. Please contact me at 13573889787. Thank you for your consideration. Best wishes. Yours sincerely, Li Ming 求职信2语言注意点:求职信不同于简历。在介绍自己情况时，不可面面俱到，否则篇幅过长，反而不易得到重视。应重点突出与所应聘职位相关的自己的特点及特长。语言要有礼貌，要能体现出诚恳的态度和对

的渴求。来源：www.examda.com Directions6 Suppose you are going to graduate from Shanghai University. Write a letter in about 100 words to a company to apply for a post of salesman. Do not sign your own name at the end of your letter, using Li Ming instead. Sample: Dear Sir, Keenly interested I am in the post of salesman you have advertised on the job market because I think my major, marketing, and my practical experience particularly match your requirements of the post. I will graduate from Shanghai University this June and get a B.A. degree. I have always been one of the top ten students in my class. I got excellent grades in not only required subjects but also optional courses such as economics, statistics and Chinese literature. Besides, I have passed CET6 with a mark over 80. Moreover, during the four years, I took an active part in all kinds of practices of sale promotion, which greatly added to my experience in marketing and interpersonal communication. In a word, I am confident that I qualify for the post. If my application were taken into favorable consideration, I would be most grateful. I am looking forward to your early reply. Enclosed are my score reports and resume. 来源

: www.examda.com Yours sincerely, Li Ming 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com