

CET考试作文锦囊_第7篇 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/122/2021_2022_CET_E8_80_83_E8_AF_95_E4_c84_122866.htm Directions: The summer vacation is drawing near. You, Liming by name, want to find a part-time job. Write an application letter of about 120-150 words within 30 minutes.

Dear Sirs, Im Li Ming, a sophomore majoring in English at XX University. I read in yesterdays newspaper that you are looking for a part-time secretary and I think Ill prove to be a real find for you. During the past two years at university, I ' ve taken over 18 compulsory and optional course, and have according improved my ability of English listening, speaking, reading, writing and translation considerably. Besides, I have learned a lot about foreign relations and trade. At leisure, I always try to grasp every precious opportunity to practice English with native speakers. As a matter of fact, Ive already tried some translation and interpretation jobs. I once worked as a temporary interpreter at the East China Export Commodities Fair. In addition, during the past two years, I have been working as a part-time tour guide. My jobs offered me good opportunities to improve my English and work competence and I enjoy them very much. Two weeks from now, I will be on holiday again. If you can grant me the honor to work for your company as a secretary for two months, Id feel obliged. Thank you for reading my application letter. Im looking forward to your reply.

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