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https://www.100test.com/kao_ti2020/131/2021_2022__E6_B1_82_E8_81_8C_E8_8B_B1_E8_c96_131824.htm Dear Sirs , Please allow me to apply for the position of office clerk which you advertised in “ Yangcheng Evening News ” of April 9. I am 28 years of age and unmarried. After receiving my B.B.A. from Xiamen University , I worked for three years as an office clerk at China Great Wall Computer Group (Shenzhen) Company. For the last two years I have been a secretary to the General Manager of Haicheng Foodstuffs Company , Ltd. in Shenzhen. I am looking for a position of office clerk to increase my experience in business. I have a wide knowledge of business and thoroughly experienced in all types of office work. Copies of my testimonials are enclosed , and if you are interested in my application , please give me an opportunity of a personal interview at your convenient date.来源：考试大 Sincerely yours , xxx来源：考试大 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