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所申请的公司有一定了解，包括它提出的各项要求。这份求职信的作者就针对要申请的这家化学公司特地在信中提到自己曾有在某化学公司工作过三年的经历，而且还突出了自己的英语水平，最后还附上简历，这种写法对求职是十分有利的。

HRD Director Shanghai Office Rohn and Hass China Inc. 488 Wuning Rd (S), Shanghai  
Dear Mr. Director, I have learned from the newspaper that you are employing an administrative secretary. I am very much interested in this position. I have worked as an administrative secretary for a chemical company in Shanghai for three years, so I have some understanding of the chemical industry. I graduated from the East China University of Technology with a bachelor degree. I am fluent in both spoken and written English, having obtained CET-4 and CET-6 certificates. In addition, I have strong computer skills. Enclosed please find my resume. I am looking forward to your reply. Yours sincerely, (signature) Robert Smith  
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