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https://www.100test.com/kao_ti2020/216/2021_2022_2006_E5_B9_B412_E6_c83_216328.htm 作者：王江涛 (声明：个人资料，仅供参考，并非押题)

一、求学信/求职信 Dear Sir or Madam, I am a senior from the Department of Business Administration. I am writing the letter in purpose of applying for admission into your esteemed institution/your recently advertised position for a staff member. I am sure that I am qualified for it. First, enclosed with this letter is my resume, which further details my previous academic qualifications and work experience. Second, not only do my qualifications and experience make me a perfect candidate for it, my cheerful personality is well suited to studying in your prestigious university/working as a staff member. Last, my hobbies include sports and music. Words fail me when I try to express my heartfelt gratitude to the help you render me. Your prompt and favorable attention to my inquiry would be highly appreciated. Yours

sincerely, Li Ming 二、开幕词 Ladies and gentlemen, Good morning, ladies and gentlemen, welcome to Beijing! To begin with, I would like to make a brief introduction to myself. I am the president of Motorola (China) Electronics Ltd. The following is my introduction to the conference. First, it is my great honor to be here with all of you and declare open the Conference of International Trade Cooperation. Second, on behalf of our company, I would like to express my heartfelt welcome to all the guests and delegates. Last, I believe our cooperative efforts are sure to be productive. I wish all of

you enjoy yourselves during this conference and hope the above information will help you. If you have any question for me, please feel free to ask at any time. Thank you for your attention. (摘自《大学英语四级710分考试全攻略写作翻译分册》，王江涛编著，中国电力出版社，范文详解及译文参见该书) 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