

考研英语常用应用文模版4：询问与申请 PDF转换可能丢失图片或格式，建议阅读原文

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Unit 7询问与申请为了要了解某事、或请求对方办事某事、或申请参加学会、报名入学等，都可写信给有关方面询问。这类信要写明自己的意图以及要求对方办的事，也可向对方索取有关资料。申请信的篇幅不宜过长，除语气诚恳，言简意赅外，还应注意以下几点：（1）说明申请理由。如见广告应征，熟人介绍、专业对口等。（2）概括本人经历和特长，表明能胜任此项工作。（3）希望对方积极考虑，尽早答复。（4）如申请的目的是学习、攻读学位，应说明资助情况。（5）要认真签名（中、英文均可）。1. 索取入学资料 Requesting entrance

information  
Dear Sirs: Could you please send me some entrance information about the course of [English Literature] offered at your university? I am now studying at [Beijing Foreign Languages Institute] majoring in [English Literature] and shall graduate [this year]. A Chinese Government scholarship enables me to continue my postgraduate studies in [England], and your university has been recommended to me.  
Yours, 先生们：我现就读于[北京外国语学院]，主修[英国文学]将于[今年]毕业。我国政府给予奖学金使我能来[英国]深造。并推荐来贵院攻读研究生课程。为此向贵院索取有关入学资料，请惠存寄为感。

2. 申请入大学学习  
Applying for studying in a university  
Dear Sirs: I should like to enter your university to take such courses as [Applied Linguistics and Comparative Literature]. I was born in [1957]. In [1979], I was

enrolled in [the Department of Foreign Languages and Literature] of [Tianjin Teachers ' University]. During my [four] academic years, I made good grades on all courses. After my graduation from this university in [1983], I found my interests tending more and more towards [Language Teaching]. Now I have passed an examination sponsored by [the Ministry of Education] for a Government scholarship which will enable me to pursue further studies in your university. A transcript of records of all the subjects I completed at this university and [two] letters of recommendation offered by [two] of my professors will be sent to you directly by the university. I hope a letter of admission will be issued to me in due course. Looking forward to your reply. Your sincerely 亲爱的先生们：我希望能入贵校选读[应用语言学及比较文学]。我出生于[1957年]。[1979年]考入[天津师范大学][外国语言文学系]。在校[4年]学习期间，各门功课均为优良。[1983年]于该校大学毕业生，我对[语言教学]颇感兴趣。现已通过[教育部]举办的政府奖学金考试，将来贵校进修。我在大学期间修满的各门功课的成绩单副本及[两位]教授的推荐信将由学校直接寄去。希望能将入学证书及时寄我，并盼早日复信。

### 3. 申请攻读硕士学位

Applying for M. S. Degree Dear Sirs: My name is [Li Ming]. I graduated in [1990] from [Nankai] University majoring in [mathematics] with a [B. S. degree]. After my graduation, I ' ve been teaching [mathematics] in [No. 16 Middle School]. With a view to get some advanced studies, I am writing to you to apply for admission to your University to peruse my [M. S. degree]. I am also applying for a scholarship or a teaching assistantship which will

enable me to come to your University sooner. Hoping to be favored with an early reply. Yours faithfully, 先生们：我叫[李明]，[1990年]毕业于[南开]大学[数学]系并获得[理学士学位]。毕业后一直在[十六中]教[数学]。为继续深造，我拟向你校申请攻读[硕士学位]。同时我也想申请奖学金或助教金使我能更早地来你校就读，盼及早复信。

4. 申请奖学金 Applying for a scholarship  
Dear Prof. [Johnson]: My name is [Li Ming]. I am writing to you to apply for a scholarship in your university. Born in [Tianjin in 1960], I graduated from [Tianjin] University majoring in [Computer Science] in [1989]. I have been working in the [Computer Science Department] of this university since my graduation. It is the height of my ambition to further my studies in this field in your university. But without your financial aid I couldn't manage to come. I'll be very grateful for your kind help. Could you please favor me with an early reply? Sincerely yours, 亲爱的[约翰逊]

教授：我叫李明。我想来贵校进修并盼能给予奖学金。我于[1960年]生于[天津]，于[1989年]毕业于[天津]大学[计算机科学系]。毕业后一直在[该系]工作。我极想来贵校进修我的专业。我只有在您的经济资助下才能如愿。如蒙关照感激不尽，盼速赐回音。

5. 申请做为访问学者 Applying for admittance as a visiting scholar  
Dear Prof. [Jackson], I am a professor of English in the English Department of [Tianjin Foreign Languages Institute]. I have taught [linguistics] for more than [15] years and have therefore attained a fair knowledge in this field. I am writing to you about the possibility of visiting scholar's appointment in your department next [spring]. If given the opportunity, I'll do my best

to meet your requirements and I am sure I ' ll be benefited in return.I hope to hear from you at your earliest convenience.Sincerely yours,[Li Ming]Enc.: My resume亲爱的[杰克逊]教授：我是[天津外国语学院]英语系教授。教授[语言学]已有[十五]个年头，因此略有心得。不知贵系下学期[春季班]能否聘任我为访问学者？如蒙不弃，我当尽力百为符雅望。我想此举彼此均有裨益。盼早日赐复为感。此致敬礼！附履历表一份 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](http://www.100test.com)