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西方国家是求职，求学的必备材料。写推荐信的人必须对被推荐者有一定的了解。最好有较深的资历。如被推荐者的原单位领导，本专业的专家等，名声越大越好。推荐信大体上可分为两种：专业推荐信（特意为被推荐人申请某一单位的某一职务而写的。写信人应了解聘方的要求、工作性质等有关情况以便有的放矢地推荐被荐人）。通常推荐信（即一封信可以用于不同的聘人单位，通常以“ To Whom it May Concern ”）为称呼。推荐信要多写优点，充分肯定成绩，篇幅不宜过长，也不能三方两语。一般包括以下三个内容：1．说明推荐人与被荐人的关系，熟识程度等。2．概述被荐人的品质、能力、性格等。]3．建议招聘人录用。推荐信上应提供推荐人的工作单位、地址、电话等以便对方联系，签名后必须注意职称或学衔。除了请别人推荐，也可以自荐，其格式与上述要求相同。1. 推荐研究人员（专用）

Recommendation of researcher  
Dear Sir, I take pleasure in recommending to you [Mrs Chen Ping], [instructor of physics in Tianjin Chinese Medical College]. [Mrs Chen Ping] graduated from [the physics Department of Beijing Teachers ' University in 1982]. From [1983] to [1985] [she] had been a research student [in Physics Department] of the above-mentioned University under my direction, majoring in [molecular spectra] study. Since [1986 she] has been doing teaching and research work in [Tianjin Chinese

Medical College] in [the line of infrared spectra of lipids]. I have found [Mrs Chen] to be a hard-working person, who has made some outstanding achievements in [her] work. [Mrs Chen] now intends to engage in further study of [infrared spectroscopy, and laser spectroscopy] in particular. If possible, [she] would like to do research work under the direction of [Professor Li Gang] whose distinguished attainments are well-known. Not only I myself but also my colleagues in [the Physics Department of our university] shall deem it a great favor if you will give [Mrs Chen Ping] assistance and guidance during her study in your university. Yours truly, 我高兴地  
向您推荐[天津中医学陆军物理学讲师陈平夫人]。 [陈平夫人于1982年]毕业于[北京师范大学物理系]。 [从1983年到1985年]在我的指导下，在上述的大学进行[分子光谱研究]。自[1986年]以来，一直在中医学院任教并研究[脂肪的红外光谱]。我发现她是一位勤奋工作的人，在工作中做出过一些突出的成绩。现在她拟在[红外学光谱学]，特别是[激光光谱学]方面作进一步的研究。如果可能的话，她愿意在卓有成就的[李刚教授]的指导下从事研究工作。如果[陈平夫人]在贵校攻读期间，您能给予帮助和指导，那么不仅我本人，我们大学物理系的同事们也将不胜感激。

## 2. 自我推荐（专用）

Self-recommendation [World Publishing House] [55 Wu fu street] [Heping District] [Beijing, 300000] [China] [July 15, 2005] [Warner Books] [P. O. Box 690] [New York, N. Y. 10019] [U. S. A.] Dear Sir, I wish to apply for a position with your [publishing house]. I ' m [35] years old and am at present employed by [World Publishing House], where I have been for [the past five years].

Formerly I was employed by [Dongfang Press] where I was nearly [five years]. My only reason for leaving either those positions would be to better myself and I feel there is no further opportunity in my present position. The editorial work had always had a great appeal to me as I have some ability in writing and editorial work. I can give you references from both these press houses as to my character and ability as an editor. Very truly yours, [Li Ming] [signature] (略) 我希望能在贵社谋求一职位。我现年[35]岁。目前受雇于[天津出版社]，最近[5年里]本人一直在该社工作。在这之前，本人还在[东方出版社]工作近[5年]。我打算离开这两个职位的唯一理由就是谋求高升。我觉得目前的职位不利于本人的发展。由于我在写作和编辑工作方面有些能力，所以编辑工作一直对我具大的吸引力。关于我的人品和能力，我可以请上述两个出版社单位写介绍信以供参考。[李明]（签字）[2005年7月15日]

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