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[https://www.100test.com/kao\\_ti2020/233/2021\\_2022\\_\\_E5\\_A4\\_87\\_E8\\_80\\_83\\_E5\\_85\\_AD\\_E6\\_c83\\_233380.htm](https://www.100test.com/kao_ti2020/233/2021_2022__E5_A4_87_E8_80_83_E5_85_AD_E6_c83_233380.htm) 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.

三、个人简历 RESUME Li Ming P. O. Box 237, Beijing University 5, Yiheyuan Road, Haidian District, Beijing 100871 Tel: 62768888 Email: Liming@163.com Career Objective: A position with management potential in the banking business specializing in international corporate financing Educational Background: Sept 2003 to Beijing University July 2007 Major in International Business Management Main courses include English, Computer, Business Management, Accounting, International Commercial Law Work Experience: July 2006 to Bank of China June 2007 Internship, Secretary to Deputy Manager of Marketing Draft business correspondence Schedule deputy manager ' s appointments Qualifications: University graduation certificate and bachelor degree to be conferred upon graduation (2007) College English Test Band 4 June 2005 Honors 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)