

2007年12月四六级必背十类范文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/267/2021_2022_2007_E5_B9_B412_E6_c83_267933.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 amp. 2006 Special Skills: Familiarity with Microsoft Word, Excel Ability to work independently Outstanding Organizational skills Experience: President of Student Union 2003-present Personal Data: Date of Birth: 9/17/1984 Gender: Female Marital Status: Unmarried 四、通知 Directions: The Students ' Union of your department is planning a Chinese Speaking Contest. Write an announcement which covers the following information: 1) the purpose of the contest, 2) time and place of the contest, 3) what is required of the candidates, 4) details of the judges and awards. Do not sign your own name at the end of the letter. Use Department of Chinese

Language and Literature at the end of the announcement. Chinese Speaking Contest February 3, 2007 To improve students' ability to speak Chinese and enrich after-class activities, the Students' Union of Department of Chinese Language and Literature is organizing a school-wide Chinese speaking contest to be held on Saturday next week (10 February) at the Students' Auditorium. Those who are interested in taking part in it may sign up with the monitor of their classes before Tuesday next week. Five professors will be invited to be judges. The first six winners will be given awards. Everybody is welcome to be present at the contest. The Students' Union Department of Chinese Language and Literature

五、邀请信
Directions: You want to invite some friends to a party. Write an invitation letter to them individually: 1) Invite them to the party, 2) Elaborate on the reason why such a party should be held, 3) What activities will be arranged for them. Dear Snoopy, I am greatly honored to formally invite you to participate in Mr. Guo Jing's wedding ceremony with Ms. Huang Rong to be held at Beijing Grand Hotel from 8 to 10 p.m. on April 1, 2007. As you are a close friend of us, we would very much like you to attend the celebration and share our joy. The occasion will start at seven o'clock in the evening, with the showing of their wedding ceremony. This will be followed by a dinner party. At around ten, we will hold a small musical soiree, at which a band will perform some works by Bach and Strauss. If you do not have any prior appointment on April 1, we look forward to the pleasure of your company. Yours sincerely, Li Ming

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