

雅思G类书信常用词汇句型(5) PDF转换可能丢失图片或格式  
， 建议阅读原文

[https://www.100test.com/kao\\_ti2020/292/2021\\_2022\\_\\_E9\\_9B\\_85\\_E6\\_80\\_9DG\\_E7\\_B1\\_BB\\_c67\\_292024.htm](https://www.100test.com/kao_ti2020/292/2021_2022__E9_9B_85_E6_80_9DG_E7_B1_BB_c67_292024.htm) Job Application Letter 词汇

： a solid theory foundation 坚实的理论基础 advertisement 广告  
all-round 全面的 an intimate knowledge of 熟练的知识 applicant 申请人  
apply for 申请 be available for an interview 可以参加面试 be qualified for 有资格  
character/personality 性格， 个性 contact number 联系电话 competent 有能力的  
diploma 毕业证 expected salary 期望得到的薪水 graduate (from) 毕业  
have a good command of 对掌握熟练 interpersonal skills 人际关系的技巧 meet the requirements 满足要求  
practical experience 实践经验 qualification 资格 vacancy 空缺 working experience 工作经验  
句型： 1) I have read your advertisement in Jinan Daily for a position of a sales engineer. 2) I wish to apply for the position of... which you advertised in yesterday ' s Jinan Daily. 3) I am very interested in exploring the possibility of obtaining a position as a sales engineer with your company. 4) I read with interest your advertisement which appeared in... and would like to take up the challenge as a... with your firm. 5) After completing my four-year course at... university in 1991, I was employed by ABC company as a... 6) I believe I am well prepared, both psychologically and academically, for the post. 7) I believe I have the appropriate qualifications and experience for this post, and therefore, here I am enclosing my curriculum vitae. 8) Upon graduation, I first worked as... The following job was..., and currently I am working for... 9) I am available for an interview every afternoon.

Please contact me at...10) I hope that after reviewing my enclosed resume you will kindly give me an interview so that I can elaborate on my studies and working experience.11) I hope you would consider my application favorably and grant me an interview.12) With the kind of experience I have accumulated, I would expect a salary of not less than... 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)