

08考研英语知识点答疑之小作文申请信范文 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/390/2021_2022_08_E8_80_83_E7_A0_94_E8_8B_c73_390622.htm 英语知识点答疑之小作文

申请信范文 在前一篇文章中，万学海文的英语老师为大家提供了小作文申请信的写作模版，相信同学们对小作文申请信已经有了概念性的理解。今天，我们为同学们提供求职信和求学信两篇范文，希望同学们从中深化概念，深入了解申请信的写作。 范文1：求职信 Applying for the Position of Assistant for Marketing Project Manager Directions: You are a senior of English for Business. A German company in China is recruiting an assistant to marketing project manager, which requires a good command of English and knowledge in German especially. Write a letter of about 100 words applying for the position, introducing yourself and asking for an interview. You needn't write the address. Do not sign your own name at the end of the letter, using "Wang Lin" instead. Dear Sirs, I am graduating from the Shanghai Institute of Foreign Trade this summer. As a student of English for Business, I hope to work for a foreign company after graduation. In the past three academic years, I have proved myself to be a straight student, awarded a succession of scholarships. My English is particularly good and German happens to be my second foreign language, which will live up to the requirements set by a wholly foreign-owned enterprise like yours. I apply for the position of assistant to your marketing project manager. You will find me a good team player, self-motivated and eager to learn. I believe I can be of value to your

company. Enclosed please find my resume. I should be very happy if you would arrange an interview with me. Yours sincerely, Wang Lin

范文2：求学信 Dear Professor Smith, I am writing to apply for admission to your university for further studies in the field of Physical Chemistry leading to a Ph.D. degree. I would also like to apply for a position as a teaching assistant. Would you please send me the necessary information and forms? I am 26, male, majoring in chemistry. I received my M.S. degree from Nanjing University of Science and Technology in 1994. I have been working as a teaching assistant in the chemistry Department there. An early reply would be appreciated. Thank you. Respectfully yours, (Signature) Li Ming

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