

新CET-4写作讲义(八) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/453/2021_2022__E6_96_B0CET-4_E5_86_c83_453664.htm (三) 介绍信：1、求职信

: Directions: You want to apply for the following job:

Waiter/waitress required for evening work. Write a letter to Mr.

Byron:1) Show your interest, 2) Describe yourself, 3) Explain why you would be suitable for the job. Dear Mr. Byron : I am writing to express my interest in your recently advertised position for a waitress. Enclosed with this letter is my resume, which further details my previous work experience and qualifications. First, not only do my qualifications and work experience make me a perfect candidate for the job, my personality is well suited to working as a waitress.

Second, I am a very friendly person who can quickly establish rapport with people of all ages. Last, the fast-paced environment of waiting on tables suits me well because I thrive on working under pressure. I would like to meet with you at your earliest convenience, to discuss the possibility of working at your restaurant. Thank you for your consideration of my application. I look forward to meeting you in the near future. Yours sincerely, Li Ming 2、推荐信

: Directions: One of your friends wants to apply for a job involving working with foreign teenagers. Write a letter:1) Recommend him/her,2) Describe his/her past experience,3) Explain the reasons. Dear Sir or Madam:I am writing to you to recommend one of my best friends, Zhou Botong, for this post. He used to be my classmate at Tsinghua University, where he was already a very active

organizer and participant in extracurricular activities. First, with his outstanding leadership and cheerful personality, he was elected chairperson of the Student Union of our university several times. Second, busy as he was, he completed his major, teenage psychology, with an outstanding school record. Third, upon graduation he was assigned to be a teacher in Zhongguancun Middle School. What's more, he loves his job and enjoys working with children. This has won him great popularity among his students. Therefore, I do not hesitate to recommend him as an ideal candidate for the post you advertised. I am sure you will make a wise decision in hiring him.

Yours sincerely, Li Ming

3、 自我介绍信 : Directions: You are writing your first letter to a pen pal. 1) Describe your previous studies and work experience, 2) Your current activities, hobbies and interests, 3) Suggest meeting him/her.

Dear Audrey: Hi! My name is Li Ming. I am very glad to have this chance to write to you and become pen pals. First, let me first introduce myself. I'm currently working as a computer programmer in a large multi-national company. Second, I graduated from Beijing Normal University with a Bachelor's Degree in computer science in 2004. While I enjoy my current job, I'm interested in pursuing a Master's degree, and hope to begin graduate studies next September. Last, my hobbies include listening to pop music and traveling. This summer, I will be traveling with Mr. Guo Jing to Norway. If you are free, I would be very happy to meet you in person. Well, let me finish here. I am already eagerly awaiting your reply. I hope that we can become good friends.

Yours sincerely, Li Ming

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