

公共英语考试PETS三级写作范文精选(一) PDF转换可能丢失
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[E5_85_B1_E8_8B_B1_E8_c88_454023.htm](https://www.100test.com/kao_ti2020/454/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_454023.htm) Writing A company is recruiting new employees. Write a letter applying for a position as an assistant accountant. In your letter, please include the following information: 1. the position you apply for. 2. your work experience. 3. the reason for your leaving the present company. 4. the treatment you expect to get from the new company. You should write no less than 120 words. Do not sign your name at the end of your letter. Use "Wang Lin" instead. You do not need to write the address. 【参考范文】

Dear sir: I wish to apply for a position with your company as an assistant accountant. I am twenty-six years old and at present employed by the Island Company, where I have been for the past two years. Formerly I was employed by Global Export Co., where it was nearly three years. My only reason for leaving either of these positions would be to better myself and I feel there is no future opportunity in my present position. I wish to serve in a large company like yours, to provide me with ample opportunities to learn new things. I can give you references from both these firms as to my character and ability as an accountant. My present salary is \$2,600 a month and I would not care to accept less in another position, but I am willing to start at the same salary, provided there is an opportunity for advancement. Yours faithfully, Wang Lin 100Test

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