

公共英语考试PETS三级写作指导(五) PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/454/2021\\_2022\\_\\_E5\\_85\\_AC\\_E5\\_85\\_B1\\_E8\\_8B\\_B1\\_E8\\_c88\\_454029.htm](https://www.100test.com/kao_ti2020/454/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_454029.htm) 范例八： April

13,2000 P.O. Box 36 Tsinghua University Beijing,China 100084 Dear Sir/Madam: Your advertisement for a Network Maintenance

Engineer in the April 10 Student Daily interested me because the position that you described sounds exactly like the kind of job I am seeking. According to the advertisement ,your position requires top university,Bachelor or above in Computer Science or equivalent field

and proficient in Windows NT4.0 and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a M.S. degree

. My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server. During my

education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and

speak English is out of question. I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me.I would welcome an

opportunity to meet with you for a personal interview. With many thanks, Wang Lin 范例九： April 13,2000 Room 212 Building 343

Tsinghua University,Beijing 100084 Ms. Yang: I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me

that the Shanghai office of your company is actively seeking to hire quality individuals for your Auditor Program. I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC. I will be receiving my MBA this May from Tsinghua University. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company. I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your development program. I will be in the Shanghai area the week of April 16. Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then. Sincerely, Cheng Dan 范例十 : April 13,2000 P.O. Box 36 BIIT University Beijing,China 100000 Dear Sir/Madam: Now and then corporations send out feelers for just the right type of creative person. This person must fit very specific criteria. Usually, after all is said and done, the corporation wants a business person who can manage, create and communicate. A seasoned professional who ' s been around for a while. If you ' ve been looking for this rare combination of business savvy and design expertise, my background might interest you: Ten years of working experience. Solid background in the management of creative up-and-comers. Know new technologies that show instant profit, such as CAD/CAM. This is but a brief summary of my

abilities. And there is much, much more to share. I feel I have strong marketable skills in which you would be interested. Please contact me if you would like to hear and see more. With many thanks,  
Huang Yan 范例十一 : April 13,2000 P.O. Box 36 BIIT University Beijing,China 100000 Dear Sir/Madam: Please consider me for your Sales Management Program. My background is one of selling ideas, concepts and programs, and of motivating myself and others to realize our potential. Attitudes predict behavior - or so goes the saying in sales. If this holds true, I am sure to be as successful in sales management as I am in my college endeavors. My unceasing optimism, self-determination and ability to set goals have allowed me to achieve academic and personal objectives. Because of my "can do" attitude, sales will provide the challenge and opportunity to continue my successful history of setting and achieving goals. Please allow me the opportunity to elaborate on how my background predicts sales success. I guarantee you ' ll be providing your corporation with an outstanding sales management . Thank you for your attention.

Sincerely, Fei, Chen 范例十二 : April 13,2000 P.O. Box 36 BIIT University Beijing,China 100000 Dear Sir/Madam: Are you searching for a telecommunications manager with expertise in project management and team leadership? I specialize in creating and implementing high-performance strategies that directly impact growth and profitability of large telecommunications companies. In addition to my knowledge of business processes, I also offer proficiency in telecom software development and cutting-edge technologies. I am relocating to Shenzhen and would be interested in

opportunities with your firm. Currently, I serve as manager for BIT Company ' s Information Industry Division. Briefly, some of my accomplishments include: Developed a tool to track and forecast price, quantity, and revenue, which enables client to monitor business performance Implemented a customized end-to-end testing process and SQL database My business acumen, technical expertise, and leadership capabilities have contributed to a number of successful projects. The enclosed resume outlines my credentials and accomplishments in greater detail. I would welcome an opportunity to meet with you for a personal interview. Sincerely, Chen Fei

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)