

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\\_ti2020/456/2021\\_2022\\_\\_E9\\_9B\\_85\\_E6\\_80\\_9DG\\_E7\\_B1\\_BB\\_c7\\_456074.htm](https://www.100test.com/kao_ti2020/456/2021_2022__E9_9B_85_E6_80_9DG_E7_B1_BB_c7_456074.htm) Job Application Letter词汇

: a solid theory foundation坚实的基础advertisment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...摘自100test名师博客：济南环球雅思张金的博客 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)