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Direction: Read the following ad carefully, and you, by name of Wang Peng, are then asked to write a reply to apply for the job. Remember to send your letter to the company as given in the ad. You should write about 120 words.

中国四达国际经济技术合作公司 (CSCIETC) 诚聘文秘一员，要求如下：年龄20-30岁，大专以上学历流利的英语听说读写能力熟练的计算机操作能力良好的沟通和协调能力有外企工作经验者优先应聘者请将简历、联系方式以及待遇要求寄至：上海市淮海中路8560号揽盛大厦人力资源部收。邮

编200033Department of Human ResourcesLansheng BuildingNo. 8560, Huaihai Zhong RoadShanghai, 200033Wang PengNo.31020, Zhongshan RoadXu Hui DistrictShanghai, 200076January 8th, 2005Dear Sir or Madam,I learned from Beijing Youth Daily Jan.2 that your company is offering a position for a secretary, and it ' s a great pleasure for me to write to explore the possibility of seeking the job.I graduated two years form ** University, and obtained a bachelor ' s degree in the field of business management. During my stay in the university my major courses included macro-economics, business communication skills marketing and computer applications. I was especially fond of the communication skills which enabled me to deal with people and thing around well.Upon graduation I engaged with HP China Branch as an assistant to the head of Marketing Department. My responsibilities consisted of

carrying out market surveys, writing reports and organizing meetings within the department. This is two-year experience has helped me a lot in many ways. In particular, I become increasingly aware of the importance of co-ordination and co-operation among co-workers. I also believe the experience will qualify me for the current vacancy in your company. I passed CET-6 with high marks. My spoken English is also fluent enough to organize meetings in English , which was actually my routine work in HP. Most of my market reports were presented in English , as my former boss is a native English speaker. I enclose herein my resume and some relevant documents as required. And if you need any further information on me, I also refer you to Mr. Johnson, my ex-colleague, who is available at 021-66668888. I appreciate your sincere consideration of me, and am looking forward to an early interview with you. Sincerely yours, Wang Peng

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