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1. Shall you need an experienced desk clerk for your hotel next summer? 贵酒店明年暑期是否需要一名有经验的柜台部职员？ 2. Because I am very desirous of receiving actual experience in accounting during July and August, I am writing to inquire whether you will need the services of a young man with three years of educational training and some part-time experience. Perhaps I could fill in for one of your office staff during the vacation period. 因我渴望在七、八月间获得会计实务经验，特备函问询你处是否需雇用受过三年训练略有经验的年轻人？在假期中我可添补贵公司空缺。 3.

Gentlemen: Attention of Personnel Manager I am looking for a position as assistant shipping clerk. 人事部经理勋鉴：本人正在谋求一份助理船务职员的工作。 4. Perhaps there is a position in your organization for an young, experienced, and conscientious secretary stenographer. 请问贵公司是否需要一名年青、有经验、负责的女秘书兼速记员？ 5. I want a job. Not any job with any company, but a particular job with your company. Here are my reasons. Your organization is more than just a business house. It is an institution in the minds of the local public. It has a reputation for fair play and honesty with both employees and customers alike. For the past four years, while specializing in accounting at college, I have had a secret ambition to work for your organization in the accounting department. I graduate in June. As I write this letter, I do not know

that there is an opening at present, but here are my qualifications which prompt me to make application now. 本人需要一份工作，不是任何公司的任何工作，而是贵公司的一个职位。贵公司不只是商店，而是大众都知晓的机构。以公正、证实的美誉远近驰名。在大学主修会计四年来，内心早就想到贵公司会计部工作，今年七月即将毕业。写此信时，不知贵公司目前是否有空缺，但是下列的资历促使本人冒昧提出申请。

6. As it is nearing the Christmas season, it occurs to me that you may need additional assistance in selling gifts in your shop. I have a whole week before Christmas, from December 18-24, when I might assist you. I could also work evenings from six o'clock on, before December 18. 圣诞节将届，想到贵公司可能需要销售礼物的助理，本人在圣诞节前一周（十二月十八日至二十四日）有空，可以帮忙。十八日以前每晚六时后也可以。

7. Gentlemen: Attention of Personnel Manager Like many other young men, I am looking for a position. I want to get started, at the bottom, perhaps, but started. 人事部主任：本人和很多年青人一样正在寻找工作。本人想要有个开头，从基层做起。

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