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https://www.100test.com/kao_ti2020/458/2021_2022_2008_E5_B9_B4_E8_80_83_c73_458312.htm (一) 求职信(Letters of Applying for a Job) 范例：Directions: You come across a want advertisement in www.51job.com for a store manager of Media Books chain bookstores. Write a letter apply for the job by providing the following information: 1) your interest in the position,2)your qualifications ,3)your hope for an interview opportunity.Dear Sir or Madam: Your advertisement in www.51job.com appealed to me for two reasons. You plan to open a new branch of Media Books chain bookstores. I seek the opportunity to manage a newly-opened store. I am also interested in building my career in the publishing industry .Therefore. I have decided to submit my resume in application for the position of Store Manager. My relevant experience includes three years as a chef in Kunming NEW Knowledge chain bookstores in Unman province and my current position as assistant store manager of New China in Beijing. I look forward to discussing opportunity at Media Books with you. I will call you nest week to make sure you have received my resume and to set up a mutually agreeable time for us to speak. Yours truly John 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