

恩波《考研英语考前30天狂背作文》之小作文三 PDF转换可能丢失图片或格式，建议阅读原文

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求职信1 结构要点

求职信是申请具体职位的信件，包括下列三个部分：1. 说明应聘职位；2. 介绍自身情况；3. 请求回复并表示感谢。 Write a

letter in about 100 words to apply for a typist advertised in a

newspaper. Do not sign your own name at the end of your letter,

using “ Li Ming ” instead. Dear Sir, Learning from your

advertisement for a typist in the newspaper, I hasten to write to seek

this vacancy. The reason why I take keen interest in the post is that

my training and experiences well meet the requirements you stated in

the advertisement. I was born in 1975. After my graduation from

high school, I took one year ' s special training for clerical work and

English and then served in Yuxing Company as the manager ' s

secretary until my husband was transferred to Shanghai last July. My

typewriting speed is about 100 words per minute. I am enthusiastic

and have organized working habits and good interpersonal skills, as

are described in the enclosed recommendation by my former boss. If

I were favored with an interview, I would be most grateful. Please

contact me at 13827388873. Best wishes. Yours sincerely, Li Ming 求职信2

语言注意点求职信不同于简历。在介绍自己情况时，

不可面面俱到，否则篇幅过长，反而不易得到重视。应重点

突出与所应聘职位相关的自己的特点及特长。语言要有礼貌

，要能体现出诚恳的态度和对工作的渴求。 Suppose you are

going to graduate from Shanghai University. Write a letter in about

100 words to a company to apply for a post of salesman. Do not sign your own name at the end of your letter, using “ Li Ming ” instead.

Dear Sir, Keenly interested I am in the post of salesman you have advertised on the job market because I think my major, marketing, and my practical experience particularly matches your requirements of the post. I will graduate from Shanghai University this June and get a B.A. degree. I have always been one of the top ten students in my class. I got excellent grades in not only required subjects but also optional courses such as economics, statistics and Chinese literature. Besides, I have passed CET-6 with a mark over 80. Moreover, during the four years, I took an active part in all kinds of practices of sale promotion, which greatly added to my experience in marketing and interpersonal communication. In a word, I am confident that I qualify for the post. If my application were taken into favorable consideration, I would be most grateful. I am looking forward to your early reply. Enclosed are my score reports and resume. Yours sincerely, Li Ming

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