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https://www.100test.com/kao_ti2020/458/2021_2022__E8_80_83_E7_A0_94_E8_8B_B1_E8_c73_458389.htm 范文1：求职信

Applying for the Position of Assistant for Marketing Project Manager

Directions: You are a senior of English for Business. A German company in China is recruiting an assistant to marketing project manager which requires a good command of English and knowledge in German especially. Write a letter of about 100 words applying for the position introducing yourself and asking for an interview. You needn't write the address. Do not sign your own name at the end of the letter using Wang Lin instead. Dear Sirs I am graduating from the Shanghai Institute of Foreign Trade this summer. As a student of English for Business I hope to work for a foreign company after graduation. In the past three academic years I have proved myself to be a straight student awarded a succession of scholarships. My English is particularly good and German happens to be my second foreign language which will live up to the requirements set by a wholly foreign-owned enterprise like yours. I apply for the position of assistant to your marketing project manager. You will find me a good team player self-motivated and eager to learn. I believe I can be of value to your company. Enclosed please find my resume. I should be very happy if you would arrange an interview with me. Yours sincerely Wang Lin 范文2：求学信

Dear Professor Smith I am writing to apply for admission to your university for further studies in the field of Physical Chemistry leading to a Ph.D. degree. I would

also like to apply for a position as a teaching assistant. Would you please send me the necessary information and forms ? I am 26 male majoring in chemistry. I received my M.S. degree from Nanjing University of Science and Technology in 1994. I have been working as a teaching assistant in the chemistry Department there. An early reply would be appreciated. Thank you. Respectfully yours

(Signature) Li Ming 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