

六级写作经典范文及点评：求职信 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/461/2021_2022__E5_85_AD_E7_BA_A7_E5_86_99_E4_c84_461454.htm 时光飞逝，大学生活即将结束。随之要面临的是如何找一份称心工作的问题。找工作，得从求职信开始... Job Application May 22nd Dear Mr. Cavendish, I saw your advertisement in the local paper this evening , and I wonder if you would consider me for a job as a waiter this summer. I am seventeen years old and at present I am studying English and economics. When I leave school, I hope to take a course in hotel management. During the school holidays last summer, I worked as a waiter at the Central Hotel. The headwaiter there, Mr. Macintosh, will be pleased to send you a recommendation for me. I would prefer to work in your hotel in Filey because it is near my home. However, if there isn ' t any job there for me, perhaps you could consider me for the Scarborough Hotel. I would be pleased if you will send me information about the pay and conditions of the job to be offered. I will be free to begin work in the fourth week of July when the school holidays start. Yours sincerely, Peter Tuck

[168 words] 行文点评 这是一封典型的求职信。第一段开门见山，表明写信的目的是求职。同时，也注明了消息来源和应聘职位。第二段开始介绍求职者的情况，(注意：所写的情况最好能体现出你十分适合所应聘的职位)。信中第三段特别陈述了一个不情之请并说明原因。最后一段表明自己希望得到回复，并说明自己可以开始工作的具体时间。这封信符合求职信的结构要求，语言简洁，语气礼貌大方。好文妙译 求

职信 亲爱的卡文迪斯先生：我在今晚的地方报纸上看到了你们的广告，我想在这个夏天做一份服务生的工作，敬请考虑。我十七岁，现在正在学习英文和经济学。毕业后，我希望能够学习酒店管理课程。去年暑假时，我在中央酒店作服务生。那儿的领班麦金托什先生会很乐意向您寄交一封关于我的推荐信。我比较喜欢在您的费雷酒店工作，因为那儿离我家不远。但如果那儿没有我的工作机会，也许您可以考虑让我去斯卡伯勒酒店。如果您能寄给我有关这份工作的薪水和工作环境的一些信息，我会非常高兴。我可以从七月的第四个星期开始工作，那时学校开始放假了。彼得塔克 5月22日

词汇斟酌 recommendation n.推荐，介绍 思如泉涌 Will, work and wait are the pyramidal cornerstones for success. 意志、工作和等待是成功的基石。 A good beginning makes a good ending. 善始者必善其终。 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