

托福写作辅导：留学书信范例(三) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/476/2021_2022__E6_89_98_E7_A6_8F_E5_86_99_E4_c67_476045.htm Describe yourself to your MBA classmates. (You may use any method to convey your message: words, illustrations, etc.) I grew up in a small fishing village in Maine, surrounded by family. Expectations and aspirations are limited in such an environment. I could have made a living exploiting the sea, but chose to do similar work as a corporate executive. Although I have no siblings, my hometown contains over fifty family members, and our agenda of family activities is always packed. Most of my family is employed in the commercial fishing industry, which instilled in me at a very young age, the concept of work. At age eleven, I started babysitting and mowing lawns, and at the age of fifteen I applied for my lobster license. The first summer with my license, I took a job as a sternperson with a fellow female. We were the only two females out there, which was definitely an experience. When the lobstering season ended that year, I took a job at a grocery store bagging groceries. I saved enough money to build a boat and to buy fifty lobster traps. I was on my way. The following summer I continued to work as a sternperson, and I also fished my own traps. I continued lobstering throughout the rest of high school and college, and it helped me finance my college education. In addition to being ambitious and motivated enough to put my heart into even mundane, low-level tasks, I am also extremely organized. This is one characteristic that has always received praise. I pay

particular attention to detail, which I believe has contributed to my success thus far. I take pride in my work, and I look at it as a representation of myself. In my position at Sanford Bernstein as a Consultant Liaison, I market my firm to the financial consulting community. Maintaining the integrity of the firm is vital and errors are disastrous. When training new group members, I stress this point most thoroughly. I work in a group that currently has six members. The group serves as a central source of information for the firm, and its success relies on an extraordinary amount of cooperation from each of us. As a senior member, I am able to contribute to the group in several ways including: training group members, controlling the quality of the group ' s output, managing and accurately completing multiple requests with short turnaround times, gathering and conveying information from senior investment professionals, collecting and calculating data, maintaining databases, overseeing projects aimed at making long-term improvements to the group ' s processes, and strengthening my own foundation of knowledge to be used as a resource. Recently, as the result of a manager leaving the firm, I have also taken on some of the managerial responsibilities for the group including prioritizing and delegating assignments. Though I am an excellent team player, in business school I would like to sharpen my managerial skills. I have found that I need to overcompensate for my “ soft ” appearance in order to get my point across. I hope to improve my negotiating skills and to gain more experience in getting group members to carry their own weight. At the same time, I do not want to become a tyrant. To be

effective, it is important for a manager to maintain the proper balance of power and compassion. Only in this way, will I be able to lead a team of people to realizing the goals of a firm. 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