

公共英语考试PETS三级写作指导(三) PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/498/2021_2022__E5_85_AC_E5_85_B1_E8_8B_B1_E8_c88_498487.htm 求职信范例范例一

: July 20, 2000 Changjian Road 23, Hefei Anhui Province China Dear Mr. Li: We acknowledge receipt of your letter of 29th May. We have pleasure in enclosing our latest prospectus. If you require further information, please do not hesitate to contact us. Sincerely, Professor Cook

范例二 : July 20, 2000 Dear Sir, I have obtained your address from the British Council. I intend to study English next year, and am interested in your summer school English class. I would be most grateful if you could send me your latest prospectus. I look forward to hearing from you. Yours truly, Jame Li

范例三 July 20, 2000 Dear Sir, I am writing in reference to the recent order I placed with your company. I was most disappointed to note that on examining the set of wine I ordered, four of them were badly damaged. I request that replacement be sent as soon as possible. It is essential that I receive these goods as soon as possible as they are intended as a wedding gift for a relative. I have previously received a high standard of service from your company and I trust that this matter may be brought to a swift and satisfactory conclusion. Yours truly, Cester Chen

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