

名师讲义：真题透析2009年公共英语考试写作备考PETS考试
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https://www.100test.com/kao_ti2020/563/2021_2022__E5_90_8D_E5_B8_88_E8_AE_B2_E4_c88_563652.htm 作文：1.功能性作文
Temporary Hotel Receptionist Pleasant mediate-sized hotel at the heart of Cambridge seeks a young person with pleasant personality to assist the reception office. Previous experience an advantage but not essential. Acknowledge of at least one foreign language. The name of the hotel Write an application letter to the hotel manager to apply the position. The letter must include the following two points: The reason that you apply Ask for the interview At the end of the letter dont write your own name and use "Li Li"to instead . 2.write an essay There are two pictures. Write an essay about these two pictures. Describe these two pictures What do you learn from these two pictures Picture 1.一个人在路上骑自行车，他把伞钩在了他前面的卡车上，用卡车拉着他骑车。 2.这个人从医院刚刚包扎好出来。 解析：一、第一部分要求考生写一份求职申请(Letter of Application for Employment)，当看到此题时 1.考生要注意审题 1)首先仔细阅读该广告. 2)弄清楚招聘单位对应聘者的要求. 3)假设自己就是应聘者，对照自身情况，看是否符合要求。尤其注意从技能(Skills)、专长(Speciality)、所受过的职业训练(Training)、工作经验(Experience)和教育背景(Educational Background)等几方面作自我评估，寻找两相吻合的地方。 2. 写求职信时应注意的事项 1)写明你的详细地址及电话号码，以便对方与你联系. 2)称呼得当。 如果广告上没有写联系人是谁，则在求职信的开头可用：Dear Sir或Dear sirs

。保险一点，可写 Dear sir/Dear madam。如果广告上已写明联系人，在写求职信时，你就应写其姓名：Dear Mr. Smith, 或Dear Ms. Shirley Green等。

3) 求职信应简短，引人注目。

3. 求职申请信的格式

1) 开场白(Opener) 最好开门见山，直接写明你写此信的目的，避免不必要的客套。

Im writing to apply for the position ofadvertised in todays Shanghai Daily.

In replying to your advertisement in todays Shanghai Daily, I am applying for the position of.....

In /Through todays newspaper I noticed your advertisement for ... /I have learned that you are hiring...

I would like to apply for /to be considered as a candidate for the job/ post/ position advertised in... / I saw advertised in / I have just seen in the ...

2) 正文(Body) 写求职信就像推销产品，言辞必须具有说服力，能打动对方。因此在正文中，你必须着重强调你的优点、长处，如学历、工作经历等，来证明你就是对方希望招聘的人员。但切忌过分夸张。

My working experience includes two months part-time receptionist with a CNR Co. and one year part-time assistant office manager for Hapers Stationery.

I feel I am well qualified to ... for the following reasons...

I have experience of ..., therefore I may have the ability you are looking for.

3) 结尾(Close) 最后，你可写一些希望参加面试并请求对方尽快给你答复等客套话。

If my application is successful, I should /would like to...

I am available for a personal interview if you are interested in my application.

I would appreciate an interview at your convenience.

If these meet your requirements, please grant me an interview. I look forward to your early reply.

May I discuss my qualifications more fully with you at

some time you find convenient? Please call (021)632-8976 at any time . 像这样的功能性作文都比较格式化，所以考生在备考的时候一定要多积累一些功能句，头脑中要对此类作文有大致的框架。 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