

面试英语：（从应征到面试）常用语实用英语考试 PDF 转换  
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1. In response to your advertisement in today ' s newspaper, I wish to apply for the position of senior clerk in your esteemed firm. 2.

Replying to your advertisement in today ' s China Times for an administration assistant, I tender my services. 3. Your advertisement for marketing officer in China Trade news of May 17 has interested me, I wish to tender my services. 4. Referring to your advertisement

in International Trade News of July 13 for an accountant, I feel I can fill that position. 5. I wish to apply for the position mentioned in your advertisement in today ' s newspaper, I hope to offer my services.

应征函的的开头 1. I will graduate from college in July of this year and I have heard that perhaps you might need an accountant with considerable experience working with companies such as yours. I would like to apply for the position. 2.

Gentlemen: Attention of personnel Manager, I am looking for a position as sales engineer. I think you can help me. 3. Perhaps there is position in your organization for an young, experienced and conscientious sales representative, I should like to apply for it. 4. As it

is nearing the Spring Festival, it occurs to me that you may need additional assistance in selling gifts in your shop. I think I can assist you. 5. Shall you need an experienced cashier for your company in

the near future? I wish to apply for the position. 叙述个人年龄、经验 1. I am to graduate this July from Beijing Commercial

College, having completed the four-year commercial course. During my summer vacation I was employed in the accounting department of a Chemical Company. 2. I am twenty-three years old, and have been employed for the last years by Poly Technologies, INC. Aircraft Support Division, in the general clerical work of the office. 3. I am thirty-six years of age, and have had ten years' experience in my present job, which I am leaving to better myself. 4. I am just leaving school, and twenty-three years of age. I am anxious to settle down to office work. 5. I am twenty years old, female and have had one year's experience with a company as an executive secretary.

叙述个人能力 1. I graduated from Tokyo Commercial University, where I have completed the four-year course. Besides, I have had two years' training in typewriting and also studied the English Language, including a year of Business English. 2. I work as assistant editor on a trade journal in the food field, where my tasks included a great deal of interviewing and personal contact with members of the industry. 3. I am a good accountant and I have a good bookkeeping by double-entry. 4. I am a graduate of Beijing Foreign Studies University. I won a scholarship and the first prize in speech contest in the University. 5. I have received a good education and I have business knowledge and know the sales techniques.

随函附寄物 1. Enclosed herewith are two copies of my diplomas and a copy of my resume for your reference. 2. Enclosed you will find a copy of my resume and my photo. I believe that they may be found satisfactory. 3. You will find enclosed an outline of my education and copies of three letters of recommendation. 4. Enclosed you will find a letter of

recommendation from Mr.Wang, Head Professor of English Department and a copy of my transcript. 5. You can see from the data sheet that is enclosed that I now have an interest in securing a satisfying position. 薪金待遇 1. As regards salary,I leave it to you to decide after experience of my capacity. 2. The salary I should require would be 20,000 a year. 3. The salary required is 800 per month,living in the house. 4. However,the matter of remuneration will take care of itself,as it always does,if other things are all right. 5. I am willing to serve on trial for some months at a small salary. 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](http://www.100test.com)