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https://www.100test.com/kao_ti2020/642/2021_2022__E8_81_8C_E5_9C_BA_EF_BC_9A_E8_c96_642007.htm 1. If you would like to know more about my ability, I can be available for an interview at any time convenient to you。倘若阁下愿意接见本人以了解我的能力，我将随时候教。 2. If you desire an interview, I shall be most happy to call in person, on any day and at any time you may appoint。如贵公司有意面试，本人一定遵照所指定的时日，前往拜访。 3. Should you entertain my application favorably, I would spare no trouble to acquit myself to your satisfaction。假如本人之应征能蒙德青睐而进入贵公司服务，本人必以排除万难之决心，为贵公司工作，以符厚望。我要收藏 4. If you feel that I am suited for the job that you have in mind, please inform me of the time convenient for an interview. I hope to hear from you in the near future。如阁下认为我适合该项工作条件，请尽快惠函赐知面试。 5. You will find enclosed a testimonial from the President of the University who has kindly offered to provide you with any further details you may require。关于阁下对我个人所需之详细材料，可从所附的邮电大学校长推荐信获悉。 6. I hope that you will give me an interview at some time convenient to you。敬希阁下抽空惠予接见。 7. If there is further information that you wish in the meantime, please let me know. I can always be reached at the address given at the beginning of this letter。若需有关本人的更详细资料，请按本函上方所载地址惠函示知。 8. I shall be able to call for an interview at your convenience and shall be

able to supply any necessary or examples of my previous work。 只要阁下时间方便，我随时都可晋见，并随时提供我过去工作情况的所有资料。 9. I am happy to refer you upon your request people who can tell you of my work and my character。 我乐于奉告阁下，如阁下要求提供查询人，以便了解我的工作情况和性格，我可以满足阁下要求。 10. I believe they may be found satisfactory. Concerning my character 附上我的简历表和相片，希望能令你满意。 11. I am looking for a job. I graduate from Shanghai Commercial College and my major is business management。 我希望能贵公司在贵公司谋得一份职业。 我毕业于上海商学院，主修商业管理。 12. I would be very happy to work under your supervision if it is possible. Thank you very much for your kind attention. Please send me an answer at your earliest convenience。 如能为贵公司效力，本人将不胜荣幸。 阁下耐心读完这篇申请，本人至为感激，并请尽速惠函示知。 13. I believe that I can fulfill the requirements in your company. I hope you will be able to place me somewhere。 我相信我可以担任贵公司的任何工作，如蒙录用，愿意随时接受阁下指派。 14. Before my present employment, I worked for the Department Store as a salesclerk in the electrical section。 自感目前工作发展并不乐观，拟改变一下工作环境。 15. I would like to make a change now because I feel that I can go no further in my present job, I feel that my training should enable me to advance into a better and more responsible position, and it appears that this will not be forthcoming at my present position。 自信以本人的能力和所受的训练，应当获得更大回报，谋得更高职位，而就目前工作来看，将来

不会有太大发展前途。 16. I am permitted to refer to Mr. Smith, Managing editor of the magazine。 至于我的品德，您可函询《中东国际》杂志主任史密斯先生。 17. I wish to assure you that, if successful, I would endeavor to give you every satisfaction。 如蒙不弃，惠予录用，本人将尽最大努力工作，争取诸事满意。 18. Thank you in advance for your consideration and courtesy。 承蒙阁下的关怀和礼遇，至此表示感谢。 19. My duties included compiling reports for the chief engineer on production in the various departments。 因希望节省交通时间，故想在纽约谋得一职。 随函寄上简历表及近照各一份。 20. I am enclosing a brief resume as you requested. Please let me know if you want an interview。 随函附寄简历表一份，望能通知能否有机会见面。 21. I am enclosing a personal data sheet which I think will adequately show you my qualifications。 兹附本人资料一份，谨供贵公司参考。 22. I would be pleased if you would grant me an interview at your convenience。 如贵公司愿意接见，我随时侯教。 23. Trusting you will give my application kind consideration and hoping to hear favorably from you at your convenience。 敬请贵公司对本人之应征惠予考虑，并请赐函告知。 24. Thank you in advance for your concern and attention. Please let me hear from you as soon as possible。 预先感谢阁下对我的关怀，并敬请尽速赐函示知。 25. I hope to have the pleasure of your granting me an interview。 恳请惠予面谈为盼。 26. I believe that you will consider this application favorably and I wish to assure you that I should make every effort to be worthy of the confidence you may place in me。 若贵公司对我求职应征能予以考虑，本人可作出保证，将尽

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