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范例八： April 13,2000 P.O. Box 36
Tsinghua University Beijing,China 100084
Dear Sir/Madam: Your advertisement for a Network Maintenance Engineer in the April 10 Student Daily interested me because the position that you described sounds exactly like the kind of job I am seeking. According to the advertisement ,your position requires top university,Bachelor or above in Computer Science or equivalent field and proficient in Windows NT4.0 and LINUX System. I feel that I am competent to meet the requirements. I will be graduating from Graduate School of Tsinghua University this year with a M.S. degree . My studies have included courses in computer control and management and I designed a control simulation system developed with Microsoft Visual InterDev and SQL Server. During my education, I have grasped the principals of my major and skills of practice. Not only have I passed CET-6, but more important I can communicate with others freely in English. My ability to write and speak English is out of question. I would appreciate your time in reviewing my enclosed resume and if there is any additional information you require, please contact me.I would welcome an opportunity to meet with you for a personal interview. With many thanks, Wang Lin

范例九： April 13,2000 Room 212 Building 343 Tsinghua University,Beijing 100084
Ms. Yang: I was referred to you by Mr. Zhang, a Partner with your Beijing office, who informed me that the Shanghai office of your

company is actively seeking to hire quality individuals for your Auditor Program. I have more than two years of accounting experience, including interning as an Auditor last year with the Beijing office of CCCC. I will be receiving my MBA this May from Tsinghua University. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company. I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your development program. I will be in the Shanghai area the week of April 16. Please call me at 136001216901 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. I look forward to meeting you then. Sincerely, Cheng Dan

范例十：April 13,2000 P.O. Box 36来源：考试大 BIIT University Beijing,China 100000 Dear Sir/Madam: Now and then corporations send out feelers for just the right type of creative person. This person must fit very specific criteria. Usually, after all is said and done, the corporation wants a business person who can manage, create and communicate. A seasoned professional who 's been around for a while. If you 've been looking for this rare combination of business savvy and design expertise, my background might interest you: Ten years of working experience. Solid background in the management of creative up-and-comers. Know new technologies that show instant profit, such as CAD/CAM. This

is but a brief summary of my abilities. And there is much, much more to share. I feel I have strong marketable skills in which you would be interested. Please contact me if you would like to hear and see more. With many thanks, Huang Yan 相关推荐：2010年公共英语考前网上辅导全面招生 2010年全国英语等级考试常见问题汇总 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