

2010年3月公共英语考试：三级写作范文(3)PETS考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/644/2021_2022_2010_E5_B9_B43_E6_9C_c88_644323.htm 范例五：July 20, 2000 Dear Mrs.

Smith, My name is Chencheng. I am a final student of Anhui Agricultural University. I am currently seeking employment in which I could make full use of my English language skills. For this reason, I would be interested in any job vacancies available in your company. I am confident and enthusiastic, so although I have little work experience, I believe that my personal qualities will allow me to make a valuable contribution to your company. I wish to work for Haier in particular because as a newly opened joint venture company in Hefei, I feel you could offer me the chance to work among Chinese and overseas employees in a modern and friendly environment. I enclose my curriculum vitae. I am available for interview at any time. If there are no positions available at this time, I would be most grateful. If my application could be considered for future vacancies.

Yours sincerely, Chencheng 百考试题 - 全国最大教育类网站(100test.com)

范例六：July 20, 2000 Dear Mrs. Janes, I am writing in interest of the vacancy in your company for an English interpreter. My name is Chencheng. I am currently studying for an English degree and will graduate from Anhui Agricultural University this July. I have passed Band Four and Band Eight examinations. I enjoy using English and am confident that my experience of interpreting part time for the university Foreign Affairs Office will allow me to make a valuable contribution to your company. I wish to

work for Imagination Computer Company in particular because I believe that such a reputable joint venture company could offer me the travel and career advancement prospect I am looking for. I enclose my completed application form, giving full details of my experience and qualifications I am available for interview at any time. I look forward to hearing from you. Yours truly, Chencheng 范例七

: July 20, 2000 Dear Sir, Our Director will be visiting Spain on business in the near future. We have obtained your address from the Spanish Embassy. I would be grateful if you could reserve a double room with ensuite bathroom facilities for him and his wife from 17th to 20th August inclusive. Please could you confirm this booking and let me know the full cost. Yours faithfully, Chencheng 百考试题论坛 August 27, 1998 Dear Madam, Thank you for your letter of 27th August. I hereby confirm the reservation for my Director and his wife of double room in your hotel for the night of 17th to 20th August inclusive is definite. I shall contact you nearer the date of departure for further details. Yours faithfully, Mr. F Johnson 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