

商务英语信函：私人和公务信函之求学申请信商务英语考试
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https://www.100test.com/kao_ti2020/645/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_645067.htm (Letters of Applying for

Study Chance) 改革开放以来,出国留学的热潮一直有增无减。对于一个渴望出国深造的人来说,写封好的求学信,至关重要。总的来说,第一封求学信不要过长,只需写明自己的姓名、职业、学历、专业、入学时间以及通讯地址即可。待所申请的学校复函后,再按要求寄去所需材料,例如:简历、成绩单、学位证明、推荐信、经济担保书、健康证明、外语考试成绩等。

例 Directions: If you are a student of Tianjin University and you want to apply to the Graduate School for pursuit of the International Business Program of the New York University. Write the applying letter like following: 文章来源:百考试题网 1) Declare all your situations in Tianjin University. 2) What do you want to apply for? You should write about 100 words and don't need to write address.

Dear Mr Smiths, 来源 : www.100test.com Thank you for your last letter. As your require, I have written a personal statement to give a detailed description of my academic and work experience in Tianjin University. I also wrote my reasons for my applying to your Graduate School for pursuit of the International Business Program. I have two letters of recommendation for me. One of them is from an English Professor, which proves that my English has reached an advanced level. The other is from an economics professor, which certificates that I am good in the field of economics and business management. Both of the letters will be mailed directly to you. 来源

: 考试大 My GMAT score is 2160. I haven ' t received my TOFEL score yet. But I will send it to you as soon as I know. Best Wishes
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