

英语四级作文预测：求职信：2011年6月英语四级考试作文预测 PDF转换可能丢失图片或格式，建议阅读原文

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考试中的一个难点，2011年英语四级考试临近，参加英语四级的考生们最关心的就是2011英语四级作文预测了，百考试题为考生们准备了2011四级作文预测，希望这些2011英语作文预测能对考生们有所帮助。 2011英语四级考试作文预测

：求职信 A Letter of Application 1. 表达自己对该工作的渴求态度 2. 尽量展示自己的技能和经历 3. 信中应包括自己的联系方式

【范文】 January , 2010 Dear Sirs, I am writing you this letter to show my keen interest in the post of assistant manager which you advertised in yesterdays China Daily for, as is indicated in the enclosed resume, my major and experiences closely parallel your requirement. I have always been a top student in my specialized area, biochemistry. I took several other courses in my spare time and excelled in all of them due to my hard work. I am sure such courses as British and American literature and culture, business management and statistics will lend me an edge in the fierce competition in the job market. Another point I want to draw your attention to is that I have been taking an active part in a variety of campus activities. In the due process teamwork spirit has been enhanced and my interpersonal skills improved. I would like to meet you at your earliest convenience and discuss the possibility of working with your company. Or, if you are too busy these days, you can contact me at 64543575 for further information. Thank you for your favorable consideration. Best

wishes. Yours sincerely, Jenny Green 【点评】 这篇文章是一篇非常成功的求职信。首段表明了自己对经理助理这一职位的渴望，其中包括了自己如何得知这一职位的，而后说明自己的条件符合要求，引起下段。次段分五句，说明自己在专业上是个尖子生，并指出对于其他课程自己做得同样出色，为将来的工作奠定了坚实的基础。后两句说明自己参加了各种学校活动，培养了多方面的能力。第三段首句说明自己非常希望能早日获得面试的机会。次句说如果对方太忙，可以打电话联系。末句对对方表示感谢，是一句客套话。首段中的keen表示“热切的”，parallel这里做动词，表示“与……相当，比得上”。第二段首句中的specialized area表示“专业领域”。第二句中的excel是不及物动词，表示“突出，超常，胜过他人”。第三句中的edge表示“优势”。第四句中的a variety of等于various,表示“多种多样的”。第五句中的teamwork spirit表示“团队精神”，interpersonal skills表示“人际交往的能力”。

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