

英语六级作文模板大全：实用性写作

Your address

Month, Date, year

Receiver's address

Dear ...,

I am extremely pleased to hear from you./ to see your advertisement for the position in
And I would like to write a letter to tell you that.../ I am confident that I am suitable for the kind
of the job you are advertising.

.../ I feel I am competent to meet the requirements you have listed. On the one hand, On
the other hand, I am enclosing my resume for your kind consideration and reference.

I shall be much obliged if you will offer me a precious opportunity to an interview. I will
greatly appreciate a response from you at your earliest convenience/ I am looking forward to
your replies at your earliest convenience.

Best regards for your health and success.

Sincerely yours,

X X X