

(MrJin 原创) 小作文——求职信

Directions:

You have seen a job of a shop assistant advertised in a newspaper. Write a letter to the personnel manager to:

- 1) apply for the post, and
- 2) outline your experiences and qualifications.

Dear Manager,

Maybe you will never imagine how excited and privileged I am when writing this letter to you. Anyway, I want to take this precious opportunity to express my strong interest and willingness to apply for the post of shop assistant.

In my eyes, your company has a very good reputation and I have always been aspiring to be one of you. Actually, I believe I am a qualified candidate. First, I have related working experience as well as the certificates needed for this job. Second, I am a very easy-going and sociable person. Besides, I work very diligently and I have a very strong teamwork spirit.

I would appreciate it if you take my application into consideration and I'm looking forward to your (early) reply.

Yours sincerely,

Li Ming

尊敬的经理:

也许您不知道我写此信时是多么地激动和荣幸。实际上,我是想借此宝贵机会表达我对申请(店员)这个职位的强烈兴趣和意愿。

在我眼里,贵公司具有良好的声誉,而我也一直希望成为其中一员。事实上,我相信我符合贵公司的录取条件。首先,我有相关的工作经历以及这个职位所需要的证书。其次,我是一个非常随和,喜欢和人交流的人。另外,我工作非常刻苦并且具有很强的团队合作精神。

如果您能考虑我的申请,我将不胜感激。盼您早日回复。

您诚挚的,

李明

(MrJin 原创) 小作文——求学信

Dear Sir or Madam,

Maybe you will never imagine how excited and privileged I am when writing this letter to you. Anyway, I want to take this precious opportunity to express my strong interest and willingness to apply to your esteemed school.

In my eyes, your school has a very good international reputation and I have always been aspiring to be one of you. Actually, to be qualified for the admission, I've been working very hard during the past three years. So far, I have won the national scholarship for three consecutive years and issued five academic papers on the core journals in my field.

If you want to know more about me, please see my resume in which you can find all the details of my awards and certificates. I would appreciate it if you can take my application into consideration and I'm looking forward to your reply.

Yours sincerely,
Li Ming

尊敬的先生或女士：

也许您不知道我写此信时是多么地激动和荣幸。实际上，我是想借此宝贵机会表达我对申请贵校的强烈兴趣和意愿。

在我眼里，贵校是一所享有国际声誉的大学，而我从小就立志来此读书。为了达到贵校的录取条件，我在过去几年一直都非常努力。目前为止，我已经连续三年获得国家奖学金，并且在核心期刊发表本专业学术论文 5 篇。

如果您想了解更多关于我的信息，可以去我的简历里面，您能看到我获得的奖项和证书的相关信息。如您能考虑我的申请，我将不胜感激。期待您的回复。

您诚挚的，
李明