

(MrJin 原创) 小作文 11——询问实习项目

Directions: You will go to a company for an internship. Please write a letter to the relevant staff for detailed information.

You should write about 100 words on the ANSWER SHEET.

Do not use your own name. Use "Li Ming" instead.

Do not write your address. (10 points)

【英文范文】

Dear Sir or Madam,

I feel very privileged to write this letter to you. In fact, I want to know some additional details about the internship program of your company. Currently, I am a senior student at xxx University working toward a bachelor degree of psychology.

In my eyes, your company has a very good reputation in this field and I have always been aspiring to be one of you. I believe this could be a very good opportunity to apply what I have learned in my courses to my internship experience. So I would be very excited to know any further details of this program.

Enclosed is my resume offering a summary of my educational background and my previous internship experience. Again, I would like to extend my heartfelt appreciation for your time and attention and I am looking forward to your early reply. **(141 words)**

Sincerely yours,

Li Ming

【中文对照】

尊敬的先生/女士，

我很荣幸给您写信。事实上，我写此信的目的是想进一步了解贵公司的实习生项目。我目前是 xxx 大学的一名大四的学生，专业是心理学。

在我眼中，贵公司在心理学领域一直都有着很高的声望，而我也一直希望成为你们中的一员。这在我看来将是一个非常好的机会把我在课上所学应用到我的实习经历中去。所以，我非常想知道关于这个项目的更多的细节。**(此处可以根据具体的题目，提出一两个问题。)**

随函附上我的简历，其中包括我的教育背景和以前的实习经历。对您的关注我再次表示由衷的感谢，同时盼望您早日给与回复。

您诚挚的，
李明

附，开头段的另一种写法

I am a senior student at xxx University working toward a bachelor degree of psychology. The purpose of my writing this letter is to make an inquiry about the internship program of your company.

询问信的主要内容模块（个别地方可以自己调整）

开头段：介绍自己 + 写信目的（询问某项目）

中间段：夸对方+进一步介绍自己+询问（提问题）

结尾段：客套结尾

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