2017-3-2

2017考情卷（七）

假定你是李华，你在网上看到你所在的城市的一个英语培训中心拟招收暑期助教，请根据以下要点写一封英语申请信。内容包括：

1 申请原因；

2 自我优势（口语能力、组织能力、沟通能力）

参考词汇：助教 teaching assistant

Beginning

* I’m glad to see your advertisement on the Internet. I think I am qualified to be a teaching assistant. Let me introduce myself to you.
* I’m glad to see your advertisement on the Internet. Being so excited, I’m writing to apply for this position.
* I’m glad to see your advertisement on the Internet. Willing to be a teaching assistant in summer, I’m writing to apply for the position.

Developing

* First of all, as it is known to us, oral English is an essential ability in English teacher.
* Second, your center enjoys a great reputation of diversity due to the fact that you have employed a large number of foreign workers, which makes working in your center a precious opportunity to blend with different cultures.

Ending

* Thanks for your consideration. Looking forward to your reply.

Dear Sir/Madam,

I’m glad to see your advertisement on the Internet. ***Willing to*** ***be a teaching assistant in your training center this summer***, ***I’m*** ***writing to apply for the position.***

In order to gain some valuable working experience, I want to seize this opportunity to improve myself. As a student dedicated to learning English for years, I think I’m qualified for the job because I am capable of communicating with foreigners in English. **Besides,** being a monitor in my class makes me a **brilliant organizer,** which helps me accumulate many strategies on how to coach others efficiently. **Most importantly**, many of my teachers **describe me as “responsible and diligent”**, and I believe these good qualities contribute to cooperating well in a team.

I’d appreciate it if you could consider my application. Looking forward to your early reply.

Yours faithfully,

Li Hua