Dear Ms. Jenkins,

My name is Li Hua from your class and I am writing to request an assistance in revising some paper work. I am in the process of seeking for a part-time job to enrich my summer vacation, which is of great significance for me both in sociable practice and work experience. Nevertheless, the company I am applying for a job is foreign-based and the job application and resume are required to be accomplished in English. I have written them, but I am afraid that there might be something inappropriate both in language and format. I wonder if it would be possible for you to do some improvements on my paper work to make it more sophisticate. I would appreciate it very much if you could feed back by the weekend.

Thanks for your consideration and I am looking forward to your reply.

With best wishes!

Philip

Tips:

Don't: demand help with "I need your help" or "I heard you could do this for me"

Do: request help with "Would it be possible..." or "I would be grateful if you would..."

Don't: include unnecessary flattery or apology.

Do: cover all necessary info.

Don't: pressure someone with "This is extremely important." or "It would really mean the world to me."

Do: provide specific info such as a deadline or a concrete incentive.

Don't: pressure the reader with references to past favors you've done.

Do: acknowledge "I understand if you're not able to do this."