**求职申请信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

求职申请信（an application letter）就是用文字语言推销自己，展示自己的能力、资格，成绩、专长、技能等优势，从而得到自己申请的职位，入学资格等。这类话题主要考查学生能否使用得体的英语提出申请，谋求职位的能力。

**审题要点及写作框架**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。求职申请信为应用文体。

审题后确定框架如下：

第一段：引出话题，说明职位信息的来源和写信的目的：申请该职位；

第二段：介绍自己的相关经历和优势；

第三段：希望对方能认真考虑自己的申请，给与更多了解的机会，并敬盼回复。

**求职申请信的常用句式**

1. **首段：引出话题，说明写信的目的：申请该职位。**

**常用开头句式：**

**（1）我写这封信申请你们在广告中发布的要招聘临时...的职位。**

I’m writing in response to your advertisement for a temporary position as a...

**（2）我看到了你们招聘一位...的广告，我对这个职位非常感兴趣，所以我写信申请这份工作。**

I’ve read your advertisement for a...I’m so interested in this position that I’m writing to apply for the job.

**（3）在*中国日报*/网上我读到，你们需要一位...，所以我写信申请这份工作。**

Having read in China Daily/ on the Internet that ... is wanted and I’m writing to apply for it.  
**（4）我希望能申请你们在报纸上/网上提供的...的一个工作/职位。**

I wish to apply for the job/position as a... you are offering in the newspaper/on the Internet.

**2、主旨段: 求职申请信的中间段，也是最重要的部分，在这一段要详细说明你的相关经历和优势，令对方确信你能够胜任这个工作。**

**常用主旨段句式：**

**（1）现在我想向你介绍一下我自己，我是...（姓名）**

Now I’d like to introduce myself to you. I’m...

**（2）我自从...时就学习...,并且熟练掌握了...，因此我确信我有资格胜任这份工作；而且我非常熟悉...（介绍自己的特长和能力）**

I have learned... since ..., and mastered ..., thus I’m convinced that I am qualified with the job. What’s more, I am well acquainted with ...

1. **我非常积极乐观/外向/有责任感/精力充沛，我能与...相处得非常好。（介绍自己的性格优势）**

I’m optimistic/outgoing/responsible/energetic...,and I can get on well with...

**（4）我参加过...比赛并获得了第一名。（介绍自己参赛获奖情况）**

I took part in...contest/competition and won the first place in...

**（5）我的英语口语/电脑技术/沟通能力很好。(介绍自己的能力）**

I have a good command of oral English/computer skills/interpersonal communication.

**3、结尾段：希望对方能考虑自己的申请，希望对方能给与机会进一步了解自己，敬盼回复。**

**常用结尾句式：**

**（1）感谢您的考虑，期待您的回复。**

Thank you for your consideration, and I look forward to your reply/hearing from you.

**（2）如果你能给我更多关于这个职位的信息，我将不胜感激。**

I would be very grateful if you could send me more information about the position.

**（3）如果你能给我这个机会，我将不胜感激。**

I would appreciate it if you offer me this opportunity.

**真题再现及范文点评**

假定你是李华，从互联网(the Internet)上得知一个国际中学生组织将在新加坡(Singapore)举办夏令营，欢迎各国学生参加。请写一封电子邮件申请参加。

内容主要包括∶

1.自我介绍（包括英语能力）;

2.参加意图（介绍中国、了解其他国家）;

3.希望获准。

注意∶1. 词数100左右;

2.可以适当增加细节，以使行文连贯;

3.邮件开头和结尾已为你写好

**【优秀满分范文】**

Dear Sir or Madam,

I'm Li Hua, a middle school student from China. I’ve read the announcement of the summer camp that you have posted on the Internet and I am interested in it. I know that you are looking for students from different countries and I’m writing to apply to take part in it. I've been learning English for 10 years, and I can speak fluent English. What’s more, I’ll be able to tell students from other countries about China and learn about their countries as well. I hope I will be accepted as a member of your summer camp.

Looking forward to your reply!

Yours

Li Hua

**精选练习**

书面表达（满分25分）

假定你是李华，将于今年七月从新星外语学校毕业。你从报纸上得知B&B公司要招聘一名英文秘书，你很感兴趣，请给该公司写一封求职信，包括下列要点：

1. 年龄

2. 学习情况及英语水平

3. 兴趣和特长

4. 性格特点

注意∶1. 词数100左右;

2. 可适当增加细节，以使行为连贯;

3. 开头语和结束语己为你写好，不计入词数。

Dear sir/Madam,

I learned from the newspaper that your company needs an English secretary. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I'm looking forward to your reply.

Sincerely yours,

Li Hua

Dear sir/Madam,

I learned from the newspaper that your company needs an English secretary. I’m writing this letter in the hope that you will offer me the job.

I’m 24 years old now, graduating from a foreign language university. I'm an English major and I have a good command of spoken and written English. In addition, I’m a very diligent student with nice personality. I’m outgoing, open-minded and ready to offer help, which make me the right person for your post. Most importantly, I used to work as a part-time secretary in a big company when I was in college. So I have related experience.

I’d appreciate it if you offer my the job. I’m looking forward to your reply.

Sincerely yours,

Li Hua

**精选练习**

假定你是高三学生李华，在报纸上看到一所国际学校在招兼职助教老师，你对此很感兴趣，请给该公司负责人Mr.Smith写一封求职信，包括下列要点：

1. 能力介绍
2. 性格优势

注意∶1. 词数100左右;

2. 可适当增加细节，以使行为连贯;

Dear Mr. Smith,

I've read your advertisement for a part-time assistant teacher. I am so interested in this position that I am writing to apply for the job.

Now I would like to introduce myself to you. I am outgoing, energetic, and responsible. Besides, I love working with children and I am always a good helper to my teachers. Most importantly, I can speak fluent English, which enables me to communicate freely and effectively with foreign students. So, I think I’m the right person for the post.

Thank you for considering my application and I am looking forward to your early reply.

Yours,

Li Hua