**专题02 求职信**

【话题导入】

写好求职信是每个准备在职场中打拼者的一项必备技能。一封出色的求职信通常会使我们从众多求职者中脱颖而出。

【写作指导】

求职信是求职者写给用人单位的信，目的是让对方了解自己、相信自己、录用自己。因此,求职信要求内容重点突出、语言简洁。求职信一般包含开场白、正文和结尾三部分。开场白部分一般直接说明写信目的,通常还说明从何处得知职位信息；正文部分应针对所求职位的特点介绍个人情况,重点强调个人能力、教育背景、工作经验等;结尾部分表达个人的期望。

* 写作步骤

1. Present your writing purpose;

2. Give specific self-introduction (educational background, working experience and soon);

3. Express your expectations.

* 增色语料

精彩句型：

1. Learning from the newspaper that you are looking for... and I'm interested in it.

2. Having learned from the newspaper There for that you are in need of a volunteer, I'm writing to apply for it.

3. I have a good command of.., especially ....,which is the basic requirement for this position.

4. Above all, I used to work as.., which helped me accumulate much experience.

5. I would appreciate an appointment for an interview at your convenience.

* 范文赏析

假定你是李华，某国际马拉松赛即将在你市举行,现在正招募志愿者。请你给该赛事的负责人Smith先生写封申请信,内容包括:

1,写信目的;2.申请理由;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。

**任务分析：**本写作要求考生写一封求职信，申请成为国际马拉松的志愿者。考生可采用三段式策略进行此类写作：第一段直接说明写信目的；第二段简要阐述申请理由,主要介绍自身相关优势;第三段结尾部分可表达希望获得面试的机会或得到所申请职位的强烈愿望。

**补句成文：** 请根据汉语提示使用恰当的单词、短语或句子补全下面范文中所缺的内容，补全后请通读全文并建议记诵。

Dear Mr Smith,

I'm Li Hua, a senior high school student.I'm writing to apply for the opportunity to be a volunteer for the International Marathon to be held in our city.

As an easy-going boy, 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我很容易相处).Besides, I have a good command of English,2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(这可以保证我能够和前来参赛的运动员自由地交流). Moreover, I worked as a volunteer for the City Marathon sports event last year, 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(从这次活动中我更多地了解了) the service regulations.

Therefore, 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(我有信心我一定会提供最好的服务) for this event.

I'd appreciate it very much if you could consider my application. Looking forward to your reply at your convenience.

Yours sincerely,

Li Hua

答案：1. I'm easy to get along with

2. which ensures that I can communicate freely with the athletes coming for this sports event

3. from which I learned more about 4. I'm confident that I can surely provide the best service

【且学且练】

假定你是李华,想在暑假期间找一份兼职工作。你从报纸上看到一个涉外酒店招聘接待员的广告,你对此很感兴趣。请你给该酒店经理写一封求职信,内容包括:

1.写信目的; 2.你的基本情况;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.信的格式已给出,不计入总词数。

To whom it may concern,

I am Li Hua, a 17-year-old student. Having learned from your advertisement in the newspaper that you want a receptionist, I am writing to apply for the position.

The reason why I'm interested in this position is that I think it will help me gain more social abilities. I am diligent with a great sense of responsibility. Having learned English for several years, I can communicate in English fluently.Moreover, I once worked as a receptionist at an international hotel, which helped me accumulate much experience. In a word, I believe I can be equal to this job.

Thanks for considering my application, and I'm looking forward to your reply.

Yours,

Li Hua