**应用文02 申请信**

**真题回顾**

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.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。

Dear Sir or Madam,

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

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

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

Regards,

Li Hua

【答案】

Dear Sir or Madam,

I’m Li Hua, a middle school student from China. I read the announcement of the summer camp that you have posted on the Internet and I am interested in it. I know that you welcome students from different countries and I’d like to take part in it. I’ve been learning English for 10 years, and I speak fluent English. What is 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!

Regards,

Li Hua

【解析】随着时代的发展，电子邮件越来越受广大中学生的欢迎，所以写电子邮件是中学生经常做的事，这种形式的写作贴近学生生活，使他们感到熟悉。考生成文时应注意：1. 结构上：采用三段成文，第一段引出话题；第二段自我介绍；参加意图；第三段表达愿望：希望获准。2. 时态：以一般现在时为主；3. 人称：第一人称；4. 注意恰当使用一些连词，使文章自然、流畅。5. 适当使用一



**第一部分：说明写信的目的**

套语：

(1) 兹申请刊登在……上的……工作。

I am writing to apply for the post of … advertised in …

(2) 见……上刊登的贵公司广告，我谨申请应聘贵公司的……职务。

In reply to your advertisement in …, I beg to apply for the post of … in your company.

(3) 看到贵公司在报上招聘……的广告，我马上感到这正是我这段时间所要寻找的工作，并且我能胜任。

Immediately I saw your advertisement in the paper for …I felt it was just the kind of post for which I have the qualifications and for which I have been looking for some time.

(4) 我想申请入贵校学习。

I would like to apply for admission to your college.

(5) 我想在贵校……系继续深造。

I would like to further my studies in …Department of your university.

**第二部分：介绍详情**

套语：

(1) 我的专业是……，我了解贵校在上述领域有极好的项目。

My major is…, and I understand your university has a good program in this field.

(2) ……年，我出生于……，毕业于……大学……专业。毕业后一直在……工作，因此积累了该领域丰富的经验。

Born in …in…, I graduated from…University majoring in …I have been working in …since my graduation, and I have therefore attained rich experience in this field.

(3) 毕业后，我先担任……，随后担任……，现任职于……

Upon graduation, I first worked as … The following job was …and currently I am working for/in …

(4) 我现在就读于北京第二外国语学院英语专业，即将毕业。

I am now studying at Beijing Second Foreign Language Institute and will soon be graduated as an English major.

**第三部分：说明申请该职位或学校的原因**

套语：

(1) 贵公司目前做的这种工作特别使我感兴趣。

The kind of work in which your company is engaged particularly interests me.

(2) 我认为我具备了报上刊登的贵公司……一职所要求的必要条件和经验。

I feel I have the necessary qualifications and experience needed for the position of …advertised in the newspaper.

(3) 受我所学课程的影响，我对饭店、酒店管理产生了浓厚的兴趣。

Under the influence of the courses I have taken, I have developed a special interest in Restaurant and Hotel Management.

**第四部分：恳请招聘单位或所申请的学校考虑自己的申请，并表示谢意，期望回复**

套语：

(1) 如能尽快回复，我将不胜感激。

Your early response will be much appreciated.

(2) 希望贵校能给我寄来空白申请表。

I hope you will kindly send me an application form.

(3) 如能收到所需的申请表和有关入学的指南我将十分感激。

I would greatly appreciate receiving copies of the required application forms and any instructions you may be so kind as to give me regarding my possible admission.

(4) 希望同意面试，届时我可以更详细地说明我的技能。

I hope I may be granted an interview, when I can explain my qualifications more fully.

(5) 我将乐意在您方便时接受面试，届时我将进一步介绍自己。

I should be pleased to attend for an interview at your convenience, when I could give you further details concerning myself.

**必背模板**

模板①

Dear Sir or Madam,

I write this letter to apply for the position that you have advertised in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(报纸/网站名称) of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(广告发布时间).

Not only do I have the qualifications for this job, but also I have the right personality for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (工作名称). On one hand, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(第一个原因). On the other hand, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(另一个原因).

Should you grant me a personal interview, I would be most grateful. If you need to know more about me，please feel free to contact me at any time at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(电话号码).

Thank you for considering my application, and I am looking forward to meeting you.

Yours Sincerely,

Li Hua

模板②

Dear Sir or Madam,

I’m \_\_\_\_\_\_\_\_\_(简单自我介绍). When I was reading the advertisement, \_\_\_\_\_\_\_\_\_(表达看到相关广告后的感受). I think it’s a good opportunity for me to \_\_\_\_\_\_\_\_\_\_\_\_\_(应聘的原因). Therefore I recommend myself to without hesitation.

I \_\_\_\_\_\_\_\_\_\_\_(陈述本人的性格优势). For one thing, I can \_\_\_\_\_\_\_\_\_\_\_(陈述本人特长一). For another thing, I can \_\_\_\_\_\_\_\_\_\_\_(陈述本人特长二).

Please contact me at \_\_\_\_\_\_\_\_\_\_\_(你的联系方式一：电话号码). Or e-mail me at \_\_\_\_\_\_\_\_\_\_\_(你的联系方式二：电子邮箱地址).

I am looking forward to your early reply .

Yours Sincerely,

Li Hua

模板③

Dear Sir or Madam,

I’m \_\_\_\_\_\_\_\_\_(简单自我介绍).I’m writing to apply for the position\_\_\_\_\_\_\_\_\_\_\_\_\_(说明写信的目的)。

I really want to obtain this precious opportunity because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(说明为什么想得到这次宝贵的机会).

\_\_\_\_\_\_\_\_\_\_\_. Besides, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.(分层次说明自己的优势)

I am sure that I can perfectly live up to your expectations. I will be grateful if you could give me a kind consideration.

Looking forward to your early reply .

Yours

Li Hua

思路点金

1. 申请信写作方法

① 首段：

a. 自我介绍；

b. 申请原因；

c. 说明写信目的。

② 主体：

a. 详述有关背景资料：资历、教育经历、工作经历、兴趣爱好；

b. 询问有关学校、课程等具体内容。

③ 尾段：

a. 强调上述材料的重要性；

b. 希望尽快得到答复；

c. 要求手册及申请表；

d. 表示感谢。

2. 写作流程图

|  |
| --- |
| 说明写信目的 |

|  |
| --- |
| 介绍自我(包括：学历、工作简历、在学校或工作单位的表现) |

|  |
| --- |
| 说明申请该职位或学校的原因 |

|  |
| --- |
| 恳请招聘单位或所申请的学校考虑自己的申请，并表示谢意，期望回复 |

**必背范文**

假设你是李华，从互联网上看到一个国际中学生家教组织将面向中国招聘兼职中文家教(tutor) 的广告，欢迎中国学生参加。 请写一封电子邮件申请参加。

内容主要包括：

1.自我介绍(包括中英文能力)；

2.参加意图(帮助别人学习中文和推介中国文化)；

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，不计入总次数。

Dear Sir or Madam,

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

Yours sincerely,

Li Hua4

|  |
| --- |
| 【参考范文】  Dear sir or Madam,  I’m Li Hua, a senior middle school student from China. I happened to read the advertisement that you have posted on the Internet, employing Chinese students as part-time tutor of the Chinese language. I am interested in it. I know that you welcome students from China and I’d like to get this job.  For me, Chinese is my native tongue and I’m excellent at it. Besides, I’ve been learning English for 9 years with a good command of spoken and written English. I’m willing to help foreigners learn Chinese well and introduce Chinese culture to the world as well.  I hope I will be accepted as a member of yours.  Looking forward to your reply!  Yours sincerely,  Li Hua |