

# 十大书信作文

## 一、自荐信

### 【原题重现】

假设你是李华，你得知亚洲冬季运动会将会在你所在的城市举办，现招募志愿者。你有意应聘，请给组委会写封申请信。

- 1、自我介绍（姓名性别年龄学历）
- 2、个人优势（英语好，喜欢体育，善于交往，乐于助人，熟悉本地情况）
- 3、表示提供最佳服务。

注意：

1. 词数100左右
2. 可以适当增加细节，已行文连贯

### 【超级范文】

Dear Sir or Madam

How are you doing? I am LiHua, a 17-year-old boy currently studying in a senior middle school. **Recently**, I have learned in your micro-blog that you need some volunteers for the Winter Asian Games, which I am greatly interested in. **So**, I am writing to apply for the job.

There are several reasons why I am fit for the job. **To begin with**, I am good at English, in that I enjoy drinking coffee with my foreign friends in Starbucks. **Besides**, I am crazy about sports. **What's more**, as a vice monitor, I get along well with everyone around me, enjoy a harmonious interpersonal relationship and am always ready to help others. **Finally** I, born and growing up here, am familiar with the city.

**Hopefully**, the wonderful chance would be offered to me. If so, I would like to dedicate all my efforts and wisdom to this job. Thanks for reading my letter in such a hot summer. I am looking forward to your reply.

Yours,

LiHua

### 【全文翻译】

亲爱的先生/女生，

你好吗？我是李华，一个17岁的男孩当前正在一所中学学习。最近，我有得知在你们的微博上说你们需要一些志愿者为了亚洲冬季运动会，这件事我非常感兴趣。所以，我写信申请这份工作。

有几个原因为什么我适合这份工作。首先，我擅长英语，因为我喜欢咖啡跟我的外国朋友在星巴克。此外，我酷爱运动。还有，作为一个副班长，我和周围的每个人相处得好、享受一个和谐的人际关系并且总是准备着去帮助别人。最后，我，在这里出生长大，是熟悉得对于这个城市。

希望，这个美好得机会能够被提供给我。如果是这样，我愿意去奉献所有我的力量和智慧给这个工作。感谢你读我的信在如此炎热得夏天。我期待你得回复。

你的，  
李华