**求职申请信写作及实战演练**

1. 应用文结构：

1. 写信目的：说明从哪里得到相关信息，并提出申请该职位。

1. 表明对该职位感兴趣，以及自己的能力和优势。（重点介绍与该职位相关的知识技能上，或有

类似经历，要有详有略）

1. 请求给予机会，期望尽快回复。
2. 应用文可用句式：
3. I learned from your advertisement that you are in need of...
4. Having learned that your office needs..., I would like to apply for the post.
5. I’m Li Hua, a girl aged 18, graduating from a local senior high school this summer. I’m interested in the post you advertised in..., so I’m writing to apply for it.
6. I’m looking for a job as ...and would be grateful if you would consider me for such a post in your firm.
7. I’m writing to apply for the position of... advertised in the newspaper.
8. I’m wiring in response to your advertisement for a position as...
9. I have learned that you are recruiting(招募) some volunteers advertised ...
10. With good academic performance and working practical experience, I feel I’m the right person you’re looking for.
11. I’ good at/do well in/skilled at/be expert in/have a good command of/get the hang of...
12. be qualified for=be equal to= be competent for...
13. I will appreciate it very much if you would give me the chance. Looking forward to your early reply.
14. If I could have the opportunity to get the job, I would be quite appreciative. Looking forward to hearing from you.
15. I would greatly appreciate it if you respond at your earliest convenience.
16. It would be appreciated if you take my application into account/consideration, looking forward to your earliest/earnest reply.

开头1. 自我介绍式：I am li hua, a senior high school student. I am writing to apply for the position you posted on our school website.(posted/advertised in the newspaper.)

开头2. 交代背景式：In reply to your advertisement in the paper/on the Internet for+职位, 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.

开头3：简化版：Knowing that you are in great/desperate need of +职位, in which I show great interest( which appeals to me) so I’m writing to (I would like to ) apply for it.

必备句式：语言能力 I have been learning English for more than 10 years with a good command of oral and written English, which enables me to communicate/interact with foreign friends fluently.

性格特点：Being outgoing as well as warm-hearted, I’m always ready to help those in demand, which makes me feel good in return.

相关经验：可以编造一个具体的实例，例如: last year, I have won first prize in English speech contest / I have taken part in /participated in/been involved in the summer Olympic Games as a volunteer, from which I gain considerable experience.

申请目的：按照实际申请的内容编写目的；Not only am I able to help others but also I can accumulate social experience. / I’m firmly convinced that by doing this, I can enhance my oral English and communication skills together with opening up a new range of vision.

1. 高考真题(申请当志愿者)

（2019 .全国1卷）假定你是李华，暑假在伦敦学习，得知当地美术馆要举办中国画展览。情写一封信申请当志愿者。内容包括：1. 写信目的；2. 个人优势；3. 能做的事情

Dear Sir/Madam,

My name is Li Hua,a Chinese student who is taking a summer course in London now.(介绍自己)**Knowing that** you are recruiting volunteers for the coming London Chinese painting exhibition, **I’m more than delighted to write with the intention of applying to be a volunteer.**（写信背景和目的）

Having studied English for 12 years, I **possess a good command of** spoken English.（优势1）**What’s more**,I have **participated in** several similar activities,which equip me with a relevant experience.(优势2) If accepted, I can serve as a guide,introducing Chinese paintings and answering questions.（能做的事情）**I have the confidence that** my enthusiasm and devotion will surpass(超越，胜过) your expectation.（段落总结）

**I’d appreciate it if you could take my application into consideration. Looking forward to your reply.**（结尾表期待）

Yours Li Hua

四、实战演练：（应聘工作）假定你是李华，你看到某跨国旅游公司在中山市当地招聘暑期工的广告，你想利用高考结束到大学入学前这段时间去打工。于是你写一封求职信申请该职位，要点如下：

1. 表达兴趣； 2. 阐述自己优势； 3. 希望得到回复。

1. 从广告上得知你们需要一个导游，我写信为了在暑假期间到你公司作兼职导游。

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1. 我是李华，女孩，18岁，刚从杭州一中毕业。

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1. 我普通话标准，英语流利，并且曾经做过一个月的导游, 这让我积累了一些经验。

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1. 成长在这个城市，我对杭州很多地方都很熟悉，因此我相信我能胜任这份工作。

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1. 如果您能考虑我的申请，我会非常感激。请尽快回复。

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五、独立作业：（申请大学）

假设你是新华中学的学生李华，高中毕业后想到美国弗吉尼亚大学(University of Virginia)计算机专业深造，请根据以下提示用英语写一封入学申请：

1．性别, 年龄, 毕业学校； 2．学习情况及特长； 3．申请入学的理由； 4．联系方式：lihua93@ yahoo.com

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六、高考真题赏析：(2018·浙江高考应用文写作)假定你是李华，你校英语协会招聘志愿者，接待来访的国外中学生。请你写信应聘，内容包括： 1．口语能力； 2．相关经验； 3．应聘目的。

Dear Sir/Madam，

(示例1)I’m Li Hua, an ordinary student. Learning that the English Association of our school is now in need of some volunteers to meet the visiting foreign students, I want to apply for the position.

Firstly, I can speak fluent English and I have little difficulty communicating with foreigners. Secondly, I helped receive some visiting foreigners to our school last year. This experience is sure to enable me to do better this year. I also want to improve my spoken English and help them have a better understanding of Chinese culture.

I would be grateful if you could give me the chance.

（示例2）I am Li Hua, a student from Class2, Grade2. Having learnt that our English association is looking for some volunteers. I’m writing to express my deep interest in the position of student volunteer.

My personal conditions taken into consideration, I confidently think I’m qualified for the position. Firstly, I have a good command of English. Besides, I have relevant volunteering experience. As a student, it is my responsibility to make contributions to our school. Not only can I acquire knowledge and skills which can’t be got from the textbooks, but also I can cultivate my ability to organize activities.

If I get the chance, I will be pleased to prepare for the activity with heart and soul to make it a fabulous one. Looking forward to you reply.

Yours，

Li Hua

**求职申请信参考答案：**

四、Dear Manager,

I have learned from your advertisement that you are in need of a tour guide. I **have the intention of** finding a part-time job in your company during this summer vacation.

I’m Li Hua, a girl aged 18 and I have just graduated from Hangzhou No. 1 Middle School. **Not only can I speak fluent English as well as standard Chinese, but I also once worked as a tour guide** for a month which **enables me to accumulate** considerable experience. Plus, grown up in this city, I’m familiar with many beautiful places in Hangzhou. Thus, I’m convinced that **I’m qualified for** the job.

I’d appreciate it if you could take my application into consideration. Looking forward to your reply.

Yours sincerely,

　Li Hua

五、独立作业：

Dear Sir or Madam，

I'm writing to you in the hope that I would have a chance to **further my studies** at your university.

I’m Li Hua, born in 1993. I'll graduate from Xinhua High School this coming June as **an all-round student** with excellent grades in all subjects, particularly Internet, Technology and English. That’s the reason why I want to major in Computer Science in an English-speaking country. I'**m also skilled at** computer program design and basketball.

I know that the University of Virginia **ranks among the top universities** in the USA and **enjoys a good reputation** all around the world. **It would be a great honor for me to study** at your university.

My e­mail address is lihua93@ yahoo.com，and I'd appreciate it very much if I could receive your reply!

Yours sincerely，

Li Hua