

08研究生入学考试英语试卷小作文范例 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/492/2021_2022_08_E7_A0_94_E7_A9_B6_E7_94_c67_492469.htm (一) 求职信(Letters of

Applying for a Job) 范例： Directions: You come across a want advertisement in www.51job.com for a store manager of Media Books chain bookstores. Write a letter apply for the job by providing the following information: 1) your interest in the position,2)your qualifications ,3)your hope for an interview opportunity. Dear Sir or Madam: Your advertisement in www.51job.com appealed to me for two reasons. You plan to open a new branch of Media Books chain bookstores. I seek the opportunity to manage a newly-opened store. I am also interested in building my career in the publishing industry .Therefore. I have decided to submit my resume in application for the position of Store Manager. My relevant experience includes three years as a chef in Kunming NEW Knowledge chain bookstores in Unman province and my current position as assistant store manager of New China in Beijing. I look forward to discussing opportunity at Media Books with you. I will call you nest week to make sure you have received my resume and to set up a mutually agreeable time for us to speak. Yours truly John (二)辞职信 (Letters of Resignation)

范例： Directions: Two months ago you got a job as an editor for the magazine China Economic Weekly .But now you find that the work is not what you expected. You decide to quit. Write a letter to your boss, Mr. Wang, to tell him your decision, stating your reasons, and making an apology. Write your letter with no less than 100

words .Write it neatly on ANSWER SHEET 2. Do not sign your own name at the end of the letter. use "Li Ming"instead. You do not need to write the address. Dear Wang, I hereby confirm in writing my resignation from the magazine China Economic Weekly, effective Jun. 1st, 2007. Thank you very much for having given me this opportunity to take such a promising position in such a best-selling magazine. However, after the two months work, I have found that my character does not meet the requirement of this position, which asks for the more open-minded, more energetic and more creative. Whats more ,the shortage of professional knowledge, both in designing and editing, has badly influenced my performance in daily work and my personal development in the future, which might in impose some negative effects on the magazine sooner or later, Therefore, I decided to quit this position after careful consideration. I wish you will consider my request, and I apologize for any inconveniences I might have caused. Yours sincerely Li Ming

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