

专题

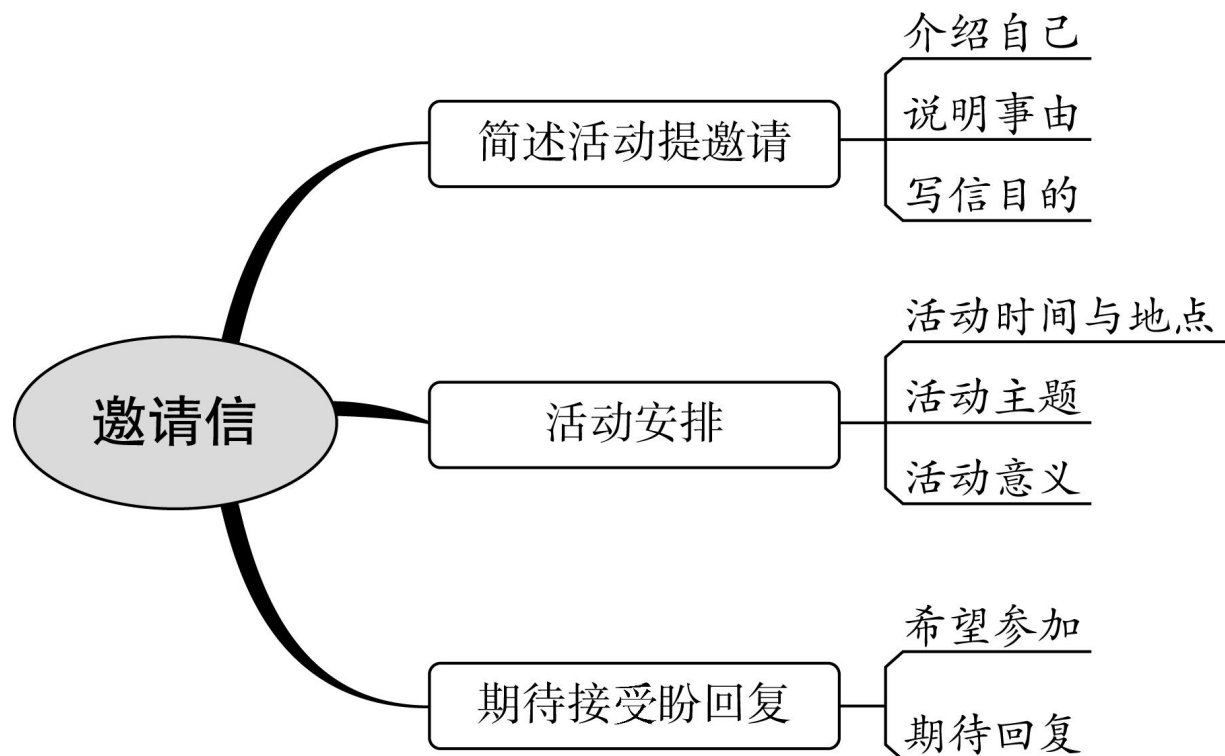
书信体应用文



一、邀请信

一、邀请信

邀请信是邀请收信人参加某项活动、担任某职位等的书信。文章开头进行简要的自我介绍，然后介绍活动内容，陈述邀请理由。人称多用第一、第二人称，活动介绍用第三人称；时态以一般将来时为主。具体构思结构：



一、邀请信

典例精析

(2022新高考 I 卷)假定你是校广播站英语节目“Talk and Talk”的负责人李华，请给外教Caroline写邮件邀请她做一次访谈。内容包括：

1. 节目介绍； 2. 访谈的时间和话题。

注意：写作词数应为80左右。

Dear Caroline,

On behalf of the English programme “Talk and Talk”, I'm writing to invite you to be our guest.

一、邀请信

Since its launch, “Talk and Talk”, a weekly broadcast programme, ① has gained increasing popularity among students (越来越受学生欢迎). It is intended to cover topics ranging from music, sports to study strategies, life in school, etc. This week we'd like to invite you to join the programme and share with us some tips on how to improve oral English. ② The programme is scheduled for 5 p.m. this Friday (节目安排在本周五下午5点).

I would appreciate it if you could accept the invitation. Looking forward to your early reply.

Yours sincerely,

Li Hua

一、邀请信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段介绍代表“Talk and Talk”发出邀请。
- ② 第二段详细介绍英语节目“Talk and Talk”以及访谈的时间和话题。
- ③ 第三段表达感激并期待对方的回复。

2. 词汇与句式

① 高级词汇：on behalf of、launch、gain popularity、range from...to、schedule

② 高级句式：

since通常与现在完成时连用；ranging from music, sports to study strategies, life in school是现在分词短语作定语。

一、邀请信

素材积累

1. 简述活动提邀请

① I'm Wang Ming from Yuwen School, the president of the Students' Union.

我是来自育文学校的王明，担任学生会主席一职。

② I'm writing to invite you to...

我写信是邀请你……

③ It's our honour to invite you to participate in/take part in ..., which will be held on... 我们很荣幸邀请您参加将于……举行的……

一、邀请信

④ Informed of the exciting news that a party is to be held in..., I can't wait to invite you to participate in it.

听到一场派对将在……举行这个令人激动的消息，我迫不及待想邀请你来参加。

⑤ It's a pity that you have to go back to America soon. So a farewell party for you will be held in the Sun Club this Saturday evening. Could you come at 6: 00 p. m.?

很遗憾你不久就要回美国了。所以，这周六晚在阳光俱乐部我们会为你举行一场欢送会。你能在下午六点来吗？

一、邀请信

2. 活动安排

① The English speech contest will be held in our school on August 6.

英语演讲比赛将于8月6日在我们学校举行。

② It will begin at 2: 00 p. m. and last two hours, during which time 15 well-prepared contestants will deliver their speeches.

比赛将于下午两点开始，持续两个小时，在此期间将会有十五位准备充分的参赛者发表演讲。

一、邀请信

③ We will start at 8: 00 a. m. and arrive there at 9: 00 a. m.

我们将会在上八点出发，九点到达那里。

④ By the way, you may take Bus No. 322 in front of your apartment and it will take you directly to the club.

顺便说一下，你可以乘坐你所住公寓前的322路公交车，它会直接把你带到俱乐部。

一、邀请信

3. 期待接受盼回复

① Would you please let me know as soon as possible if you can accept my invitation?

请尽快告诉我你是否能接受我的邀请好吗？

② We will feel honoured if you can come.

如果你能来，我们将感到非常荣幸。

③ We are looking forward to your coming.

我们期待着你的到来。

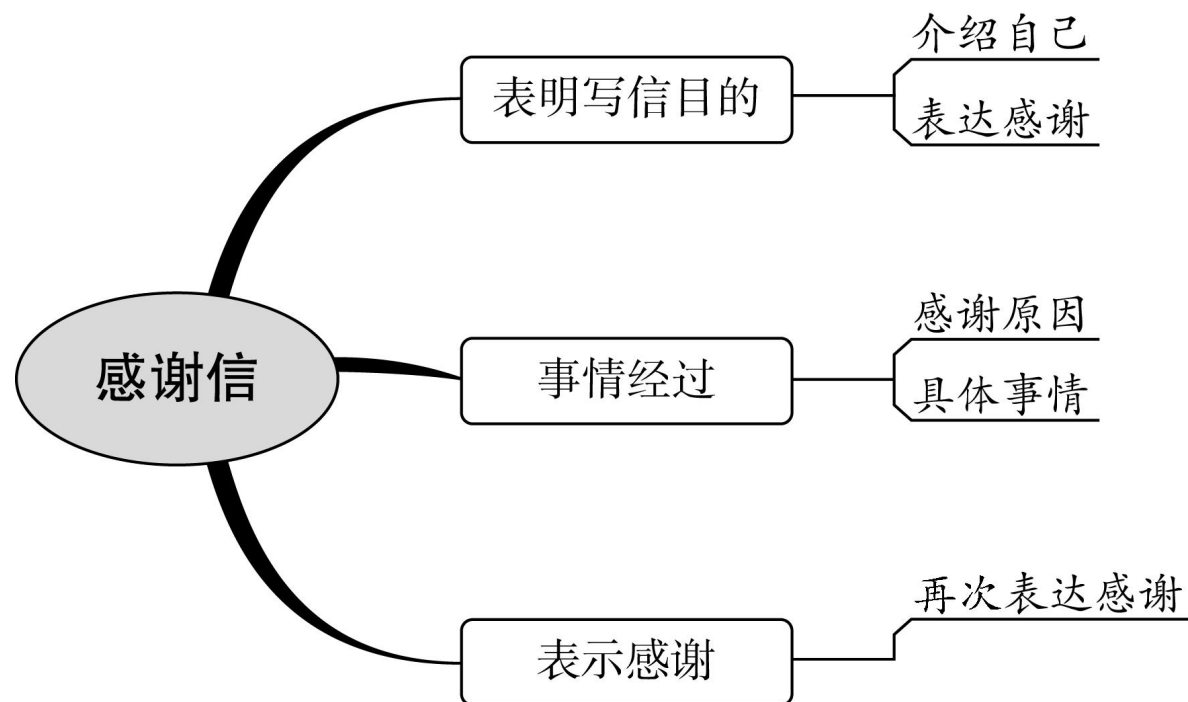
④ I would appreciate it if you could confirm your participation at your earliest convenience.

如果您能尽早确认您的参与，我将不胜感激。

二、感谢信

二、感谢信

感谢信是对他人的馈赠、款待、帮助等表示感谢的信件。信件要写明感谢他人的理由，行文要感情真挚，措辞得体。人称以第一、第二人称为主，时态以一般现在时为主，描述他人对自己的帮助经过时用一般过去时。具体构思结构：



二、感谢信

典例精析

(2024山东日照一模改编)假定你是李华，你参加了校英文报举办的“英文诗歌创作”比赛，并获得了一等奖，外教Andy提供了很大的支持和帮助。请你给他写一封感谢信，内容包括：

1. 表达感谢；
2. 回顾所提供的帮助。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。

二、感谢信

Dear Andy,

I am writing to share with you the thrilling news that I won the first prize in the “English poetry writing” competition held by the school English newspaper. I am grateful for what you have done for me. ① **Without your patient guidance and continuous encouragement, I could not have made it** (没有你耐心的指导和不断的鼓励, 我不可能做到).

It was kind of you to set aside half an hour every day to teach me how to write a poem. Besides, when I wrote a poem, ② **you would polish it up and gave me some advice** (你会修改它, 并给我提了一些建议), which played an important role in my winning the first prize.

Thanks again for your generous help.

Yours,

Li Hua

二、感谢信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段首先点明写信目的，表达感谢。
- ② 第二段回顾外教提供的帮助。
- ③ 第三段再次表达感谢。

2. 词汇与句式

①高级词汇：grateful、set aside、continuous、polish...up

②高级句式：

that和what分别引导两个名词性从句；which引导非限制性定语从句，对前句的内容进行补充说明。

二、感谢信

素材积累

1. 表示感谢

① I am writing to express my sincere thanks for...

我写信来表达我对……的衷心感谢。

② I would like to convey my heartfelt thanks to you for... 对于……我谨向您表示衷心的感谢。

③ I am writing this letter to express my deepest gratitude.

我写信给你是为了表达最深切的感激之情。

二、感谢信

④ I'm extremely grateful to you for...

我非常感谢你……

⑤ **On behalf of my whole family**, I would like to extend my sincere gratitude.

我谨代表我们全家表示诚挚的谢意。

二、感谢信

2. 事情经过

① It was nice/kind/thoughtful of you to...

你.....真是太好/善良/体贴了。

② Thank you very much for your hospitality and...

非常感谢您的盛情款待以及.....

③ It was your kind help that...

是你的善意帮助.....

④ If it had not been for your... I wouldn't have... = But for/Without your..., I wouldn't have...

如果不是你的....., 我就不会.....

二、感谢信

3. 再次表示感谢

① Thanks again for your generous help.

再次感谢你的慷慨相助。

② Please accept my sincere thanks for your help, which I will never forget.

请接受我对你的衷心感谢，我永远不会忘记你的帮助。

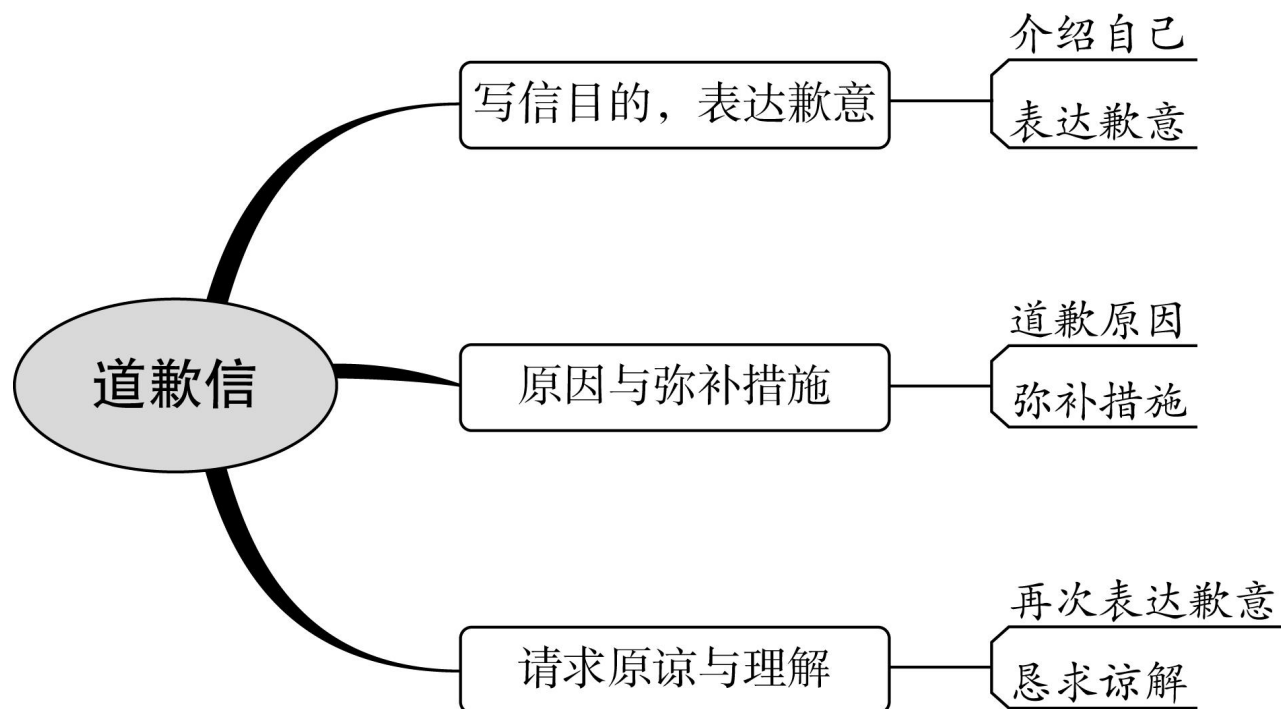
③ Thanks again and I hope that I will have the opportunity to repay your kindness to me.

再次感谢，我希望有机会报答您对我的体贴。

三、道歉信

三、道歉信

道歉信是因为过失或疏忽给别人带来麻烦或损失而赔礼道歉写的。写好道歉信的关键在于措辞要朴实委婉，语气要诚恳真挚，解释要详细明了。文章多用第一人称，询问对方时用第二人称。解释原因用一般过去时，补救措施可用一般将来时。具体构思结构：



三、道歉信

典例精析

(2024山东省实验中学一模)假定你是李华，你的英国朋友Michael邀请你于下周一线上观看他的成人仪式(coming-of-age ceremony)，但你无法应邀，请写信告知，内容包括：

1. 表达歉意； **2.** 说明理由。

注意：**1.** 写作词数应为80左右；

2. 可以适当增加细节，以使行文连贯。

三、道歉信

Dear Michael,

I hope this letter finds you well. I am extremely grateful for ① inviting me to watch your school's coming-of-age ceremony online next Monday (邀请我观看你们学校下周一的在线成人仪式).

However, I regret to tell you that I won't be available at that time due to an exam, and ② that I must focus my attention on preparing for it (我必须集中精力为它做准备). Therefore, I'd like to extend my sincere apology for not being able to make it, as I know it's a special moment for you.

I wish your coming-of-age ceremony a great success. Looking forward to sharing more wonderful times together.

Yours,

Li Hua

三、道歉信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段表明写作事由，先感谢邀请观看成人仪式。
- ② 第二段表达歉意，并说明理由。
- ③ 第三段表达祝愿与期待。

2. 词汇与句式

- ① 高级词汇：extremely、available、scheduled、extend、make it
- ② 高级句式：
as引导原因状语从句。

三、道歉信

素材积累

1. 写信目的，表达歉意

① I am extremely sorry that... I'm writing to tell you the reason for it.

非常抱歉……我现在写信告诉你原因。

② I would like to express my apology for not being able to...

因为不能……我想表达我的歉意。

③ I am writing to apologize to you for...

我现在写信是为了表达我……的歉意。

三、道歉信

2. 陈述原因与弥补措施

① Due to... I have to...

因为……我必须……

② **To make up for my fault**, could you please...? If so, I promise... 为了弥补我的过失，是否可以请你……？如果可以，我保证……

③ I would appreciate it if you could allow me to...

如果你允许我……，我将不胜感谢。

三、道歉信

3. 请求原谅，希望理解

① Once again, I am sorry for any inconvenience I caused.

我对我造成的任何不便再次道歉。

② I hope that you can accept my apology and understand my situation. 希望你能够接受我的道歉并理解我的处境。

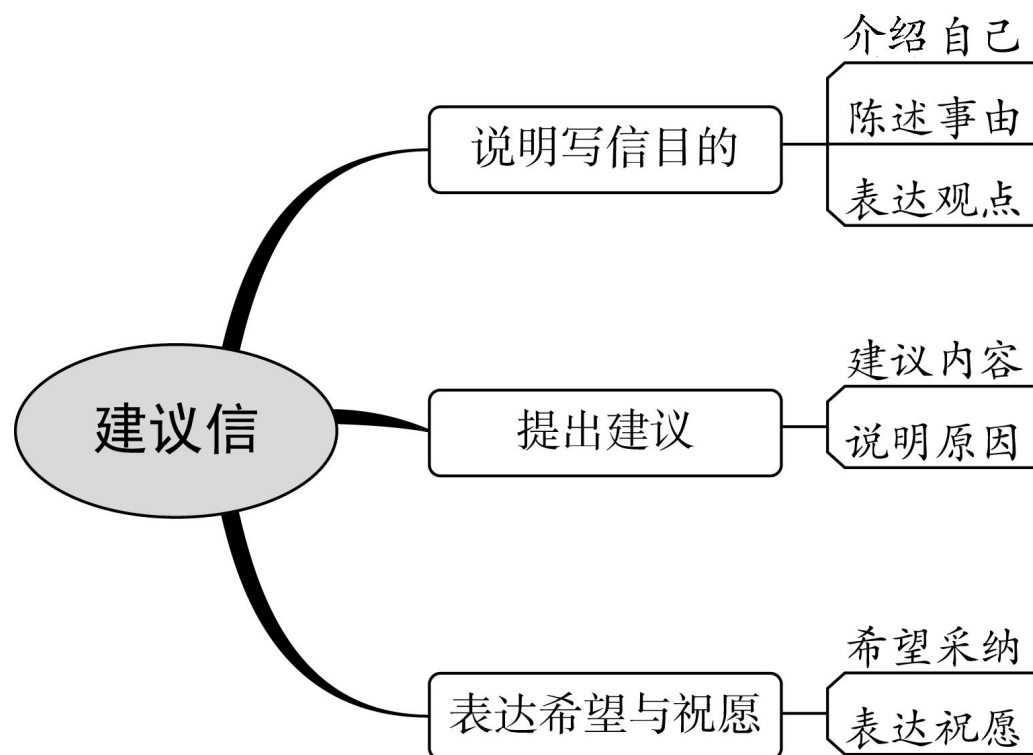
③ I want to let you know how regretful I am feeling now and to assure you that it will not happen again.

我想让你知道我现在感觉多么遗憾，并且我保证这种情况以后不会再发生。

四、建议信

四、建议信

建议信主要是向收信人就某一问题提出看法、建议或忠告。建议信可以写给个人，就对方遇到的某个问题提出自己的看法和观点；也可以写给某个组织或机构，就改进其服务等提出建议或忠告。提出建议时要先肯定优点，再写改进内容。写建议信时，时态以一般现在时为主，人称多用第二人称。具体构思结构：



四、建议信

典例精析

(2023新高考 I 卷)假定你是李华，外教Ryan准备将学生随机分为两人一组，让大家课后练习口语，你认为这样分组存在问题。请你给外教写一封邮件，内容包括：

1. 说明问题；
2. 提出建议。

注意：写作词数应为80左右。

四、建议信

Dear Ryan,

I'm Li Hua from Class 3. I am writing to express my concern about the upcoming spoken English programme.

As you said, ① you intend to have us randomly matched in pairs (你打算让我们随机配对). This, however, may cause problems such as language barriers, mismatched learning goals, and lack of motivation, which may reduce the effectiveness of the programme.

A better way might be to have students practise with partners who have similar English proficiency and learning needs. This will not only enhance the effectiveness of the programme but also ② promote communication and cooperation among students (促进学生间的合作与交流).

I'd appreciate it if you could take my advice into consideration.

Yours sincerely,

Li Hua

四、建议信

◀ 范文赏析 ▶

1. 谋篇布局

① 第一段首先简单介绍自己，然后陈述写信事由，开门见山表达对老师随机分组的担忧。

② 第二段讲述随机分组可能出现的问题。

③ 第三段提出自己的建议，比如可以按能力或学习需求分组等。

四、建议信

2. 词汇与句式

① 高级词汇：upcoming、randomly、language barrier、proficiency、enhance

② 高级句式：

As you said是非限制性定语从句；which指代前文内容，引导非限制性定语从句，并在从句中作主语；who引导定语从句，修饰先行词partners。

四、建议信

素材积累

1. 说明写信目的

① I have received your letter saying you plan to visit China for ten days next month. Perhaps the following suggestions are helpful to you.

我已经收到了你的来信，信上说你打算下个月来参观中国十天。可能下面的建议会对你有所帮助。

② I'm sorry to hear that you are having trouble/difficulty fitting in with your new school. Perhaps the following suggestions are helpful.

很遗憾听说你在适应新学校方面有困难。可能下面的建议会有一些帮助。

四、建议信

③ I'm very glad to receive your letter asking for my advice on how to fit in with the new school life. Here are a few suggestions.

很高兴收到你的来信，信上询问我关于如何适应新的学校生活的建议。下面是我的一些建议。

④ I'm very glad to have received your e-mail. Now I'm writing to give you some advice on how to learn English well in high school.

很高兴收到你的电子邮件。现在，关于如何在高中学好英语，我写信给你一些建议。

四、建议信

2. 提出建议

① I'd like to suggest that...

我想要建议……

② I would like to make a recommendation that...

我想建议……

③ If I were you, I would...

如果我是你，我会……

四、建议信

④ You'd better do.../not do...

你最好做/最好不做……

⑤ It's necessary for you to... 你有必要……

⑥ **Since you are so eager to improve your English** _____, it will prove to be a great chance.

既然你如此渴望提高英语，这会是一个很好的机会。

四、建议信

3. 希望采纳建议并表达祝愿

① I hope these suggestions will be of use to you. Remember: where there is a will, there is a way.

我希望这些建议会对你有用。记住：有志者事竟成。

② I hope that my suggestions are helpful to you. I would be more than happy to see your improvement.

我希望这些建议会对你有所帮助。我会非常高兴看到你的进步。

③ I hope that you will take my suggestions into consideration/consider my suggestions.

我希望你会考虑我的建议。

四、建议信

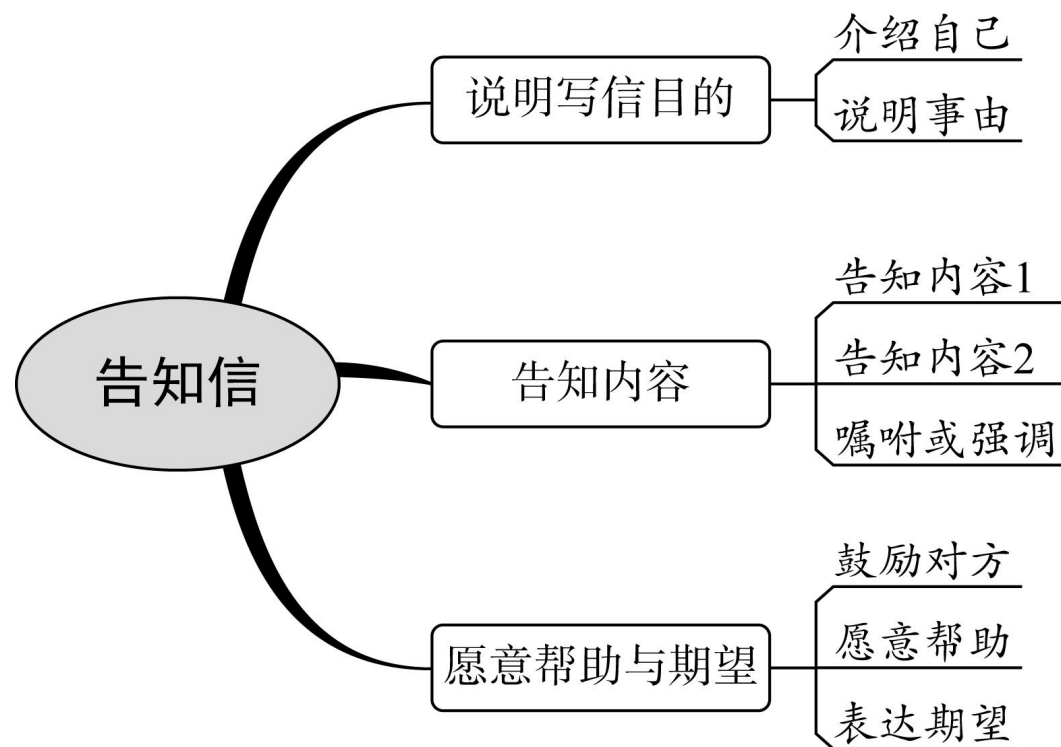
④ I sincerely hope my advice will be of some help to you. If there is anything more I can do to help you, please let me know.

我真诚地希望我的建议能对你有一些帮助。如果有更多我可以帮忙的，请告诉我。

五、告知信

五、告知信

告知信在日常交往中使用较多，一般是告知某件事。写作时要认真审题，注意人称和时态的正确使用以及写作格式。具体构思结构：



五、告知信

典例精析

(2024新高考 I 卷)假定你是李华，上周五你们班在公园上了一堂美术课。请你给英国朋友 Chris 写一封邮件分享这次经历，内容包括：

1. 你完成的作品；
2. 你的感想。

注意：写作词数应为80左右。

五、告知信

Dear Chris,

I'm writing to share with you an art class I had in a park last Friday. In the class, ① we were asked to draw a picture inspired by nature (我们被要求画一幅灵感来自大自然的画作). I chose to draw a beautiful landscape scene with blooming flowers, a calm lake, and a clear blue sky. ② It was a unique experience to paint under the open sky (在开阔的天空下画画是一种独特的体验), because I could not only get close to nature but also fully express my creativity.

Overall, I thoroughly enjoyed the art class. I am attaching a photo of my work for you and hope you like it.

Yours,

Li Hua

五、告知信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段说明事由，告知写信内容：在公园上了一堂美术课。
- ② 第二段具体介绍美术课创作的作品。
- ③ 第三段表达你的感想。

2. 词汇与句式

① 高级词汇：inspire、landscape、get close to、creativity、thoroughly

② 高级句式：

because引导原因状语从句。

五、告知信

素材积累

1. 说明写信目的

① I'm writing to extend my warmest welcome to you and confirm the schedule for the day when you arrive.

我写信向你表示最热烈的欢迎，同时确认一下你来那天的日程安排。

② How are you getting along with everything? It's been a long time since we met. I'm writing to tell you something about this winter holiday.

你一切都好吗？我们很久没见面了。我写信告诉你一些关于这个寒假的事。

五、告知信

③ Learning that you are eager to improve Chinese, I'm rather pleased and writing to **inform you of an exciting activity**.

得知你渴望提高中文水平，我很高兴并写信告诉你一项令人兴奋的活动。

④ I'm glad to know that **you have an interest/are interested in Spring Festival couplets**. Now, let me tell you some details.

知道你对春联感兴趣我很高兴。现在，我告诉你一些细节吧。

五、告知信

2. 告知内容

① We plan to organize the campaign like this. Firstly...

我们计划像这样组织这次活动。首先……

② The contest, scheduled to start at 9 a.m. on March 16, will be held at the hall of Zhejiang University.

比赛将于3月16日上午9点在浙江大学礼堂举行。

五、告知信

③ I'm going to pick you up at the Xiaoshan International Airport at 10: 00 next Sunday morning, standing at the exit and wearing a red jacket so you won't miss me.
After that...

下周日上午10点我将在萧山国际机场接你，我站在出口处，穿一件红色夹克，这样你就不会看不到我。之后……

④ Not only did it get us close to nature and help us relax from heavy schoolwork, but it also promoted the friendship between us.

它不仅让我们亲近大自然，帮助我们 from 繁重的学习中得到放松，而且也促进了我们之间的友谊。

五、告知信

3. 愿意帮助与期望

① I'm expecting your arrival and hope you will enjoy your stay/have a good time here.

我期待您的到来，并希望您在这里过得愉快。

② If you have any suggestions, don't hesitate to let us know. Looking forward to seeing you.

如果你有什么建议，请尽管告诉我们。期待见到你。

③ I would appreciate it if you could take/follow my advice. Hope to meet you at the training camp this summer.

如果你能接受我的建议，我将不胜感激。希望今年夏天能在训练营见到你。

五、告知信

④ All in all, if I were you, I wouldn't let go of such a good chance. Write to me soon to let me know your decision.

总而言之，如果我是你，我不会放弃这样一个好机会。请尽快写信告诉我你的决定。

⑤ Please give my best regards to your parents.

请代我向你的父母问好。

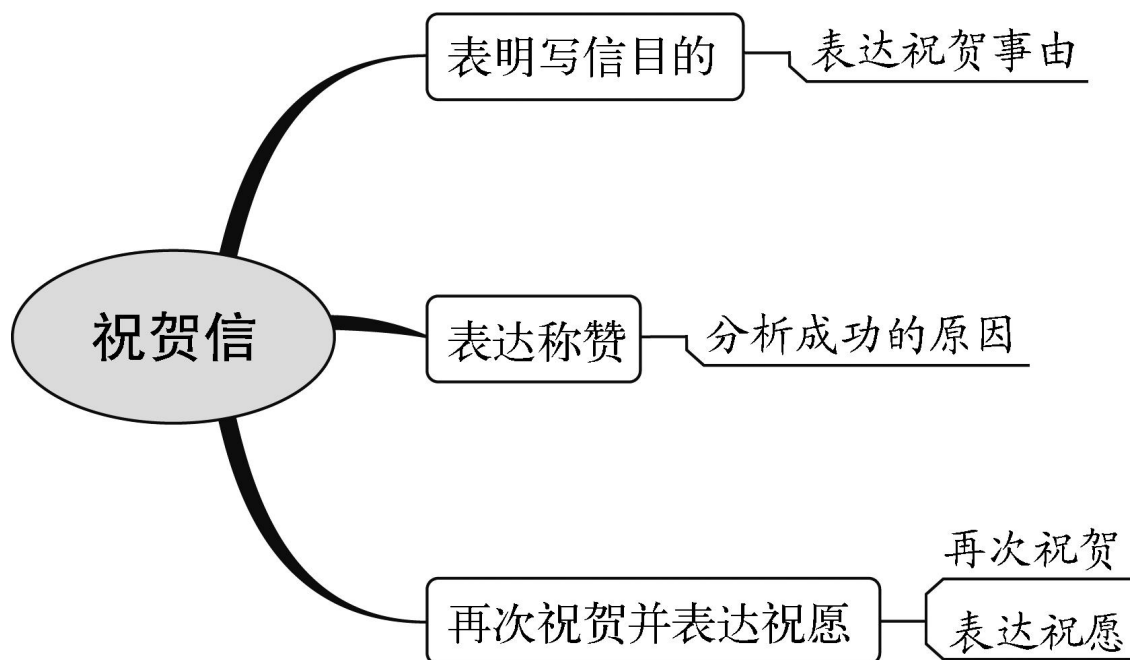
⑥ Wish you a pleasant journey.

祝你旅途愉快。

六、祝贺信

六、祝贺信

祝贺信是指为了祝贺同学或朋友得奖、考上大学等而发出的信。祝贺信一般用第一、第二人称，时态用一般现在时为主。具体构思结构：



六、祝贺信

典例精析

(2024山东省实验中学二模)假定你是李华，你的英国笔友Chris来邮件与你分享了他参加他们学校中文学习俱乐部开展的“中国成语(Chinese Idioms)”比赛，并获得了冠军的消息。请你给他写一封回信，内容包括：

1. 表达祝贺；
2. 肯定努力；
3. 表达祝愿。

注意：

1. 写作词数应为80左右；
2. 可以适当增加细节，以使行文连贯。

六、祝贺信

Dear Chris,

I'm so delighted to learn that you have been the champion of Chinese Idioms contest in your school. I'm very proud of you. ① Please accept my sincerest congratulations (请接受我最诚挚的祝贺)!

But indeed you are deserving of the champion because I know how hard you have been learning Chinese. ② It is your diligence and perseverance that set you apart (正是你的勤奋和毅力使你脱颖而出). It is a real encouragement to see that your efforts have paid off and I hope you can maintain your passion for Chinese and further understand our splendid culture.

③ I wish you could achieve more success in your Chinese studies (祝你在汉语学习上继续取得成功). I'm looking forward to meeting you in China one day.

Yours sincerely,

Li Hua

六、祝贺信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段表达祝贺的理由：获得“中国成语”比赛冠军。
- ② 第二段分析获奖的原因，肯定他的努力。
- ③ 第三段表达祝愿，期待见面。

2. 词汇与句式

- ① 高级词汇：indeed、pay off、maintain、splendid
- ② 高级句式：

because I know how hard you have been learning Chinese是原因状语从句，其中how引导宾语从句；It is a real encouragement to see that your efforts have paid off中It作形式主语，真正的主语是动词不定式to see...。

六、祝贺信

素材积累

1. 表明写信目的

① I am very happy to hear that you have won the first prize in...

听说你在……中得了一等奖，我很高兴。

② I am writing to offer you/express my sincerest congratulations on your winning the prize.

我写信向你获奖表示最诚挚的祝贺。

六、祝贺信

③ Congratulations! We are all proud of your remarkable achievements.

恭喜你！我们都为你取得非凡的成就感到骄傲。

④ Congratulations! I have learned with delight that you are admitted to Peking University, your ideal one!

恭喜你！得知你被你理想中的北京大学录取了，我非常高兴。

六、祝贺信

2. 表达称赞

① There is no denying that your success partly lies in your talent for tennis.

不可否认，你的成功部分在于你的网球天赋。

② It was your interest that pushed you to train hard every day.

是你的兴趣促使你每天刻苦训练。

③ What distinguished you from others was your effort, which paid off eventually.

让你与众不同的是你的努力，它最终得到了回报。

④ Despite a great challenge, you spared no effort to train yourself hard.

尽管面临巨大的挑战，你还是不遗余力地刻苦训练。

六、祝贺信

⑤ It was **persistence and determination** that led you, step by step, to your success.

是坚持和决心让你一步步走向成功。

⑥ You couldn't have made such remarkable achievements **without your continuous effort**.

没有你不断的努力，你不可能取得如此显著的成就。

⑦ You are always the first to arrive at the gym and the last to leave.

你总是第一个到健身房，最后一个离开。

⑧ You **deserved the prize** due to the faith, effort and courage you had shown.

由于你表现出的信念、努力和勇气，你应该得到这个奖。

六、祝贺信

3. 再次祝贺并表达祝愿

① I wish you greater success in the future.

祝你今后取得更大的成功。

② Again, I'd like to take this opportunity to express my heartfelt congratulations
and best wishes to you.

借此机会，我再次向你表示衷心的祝贺和最美好的祝愿。

七、求助信

七、求助信

典例精析

假定你是李华，准备参加学校组织的英文诗朗诵比赛。请给外教George写封邮件求助，内容包括：

1. 说明比赛要求；
2. 请他推荐英文诗；
3. 请教朗诵技巧。

注意： 写作词数应为80左右。

七、求助信

Dear Mr George,

I'm writing to ask for your help. Our school will hold an English Poetry Reading Contest next weekend. I am eager to have a try. ① It is required that the theme should be about nature (要求主题是关于自然的). Each contestant will be given up to five minutes to read the poem. So would you please give me some recommendations on which poem to choose? Besides, what I need are the skills of recitation, including pronunciation and intonation, which will perfect my performance.

② I'd appreciate it if you could give me some guidance (如果你能给我一些指导, 我将不胜感激). Looking forward to your reply.

Yours,

Li Hua

七、求助信

◀ 范文赏析 ▶

1. 谋篇布局

① 第一段开门见山表明写作意图，请求帮忙及事由。接着写明比赛要求并请外教推荐英文诗和朗诵技巧。

② 第二段表达感谢。

2. 词汇与句式

① 高级词汇：be eager to、have a try、contestant、recommendation、recitation、pronunciation、intonation

② 高级句式：

what I need是主语从句；which will perfect my performance是非限制性定语从句。

七、求助信

素材积累

1. 表明写信意图

① I am... I'm writing to seek help from you.

我是……现写信向您寻求帮助。

② Faced with/Facing so much difficulty, I have to ask you to do me a favour.

面对诸多的困难，我不得不求您帮助我。

③ I have some difficulty in doing..., which bothers me a lot. So I have no choice but to turn to you for help.

我在做……方面有困难，这很让我困扰。所以我别无选择只能向你求助。

④ I'm writing in the hope that you will be kind enough to help me with my English.

我写信希望你能帮助我学习英语。

七、求助信

2. 求助的具体内容

① I have trouble in getting along with my classmates.

我和同学们相处得不好。

② I find myself making progress not as fast as before, which has been annoying me for a long time.

我发现自己进步得不像以前那么快了，这让我苦恼了很长时间。

③ I can't be passionate and energetic all day long so as to make every moment meaningful and splendid.

我不能整天激情满怀、精力充沛去让每一刻都精彩、富有意义。

七、求助信

3. 表达感激与期待

① I would be grateful if you could lend me a helping hand.

如果你能帮我一把，我将不胜感激。

② Your professional advice would be of great help to me. Looking forward to your early reply. 你的专业建议对我会有很大的帮助。期待您早日回复。

③ I'm sure with your help I can make great progress.

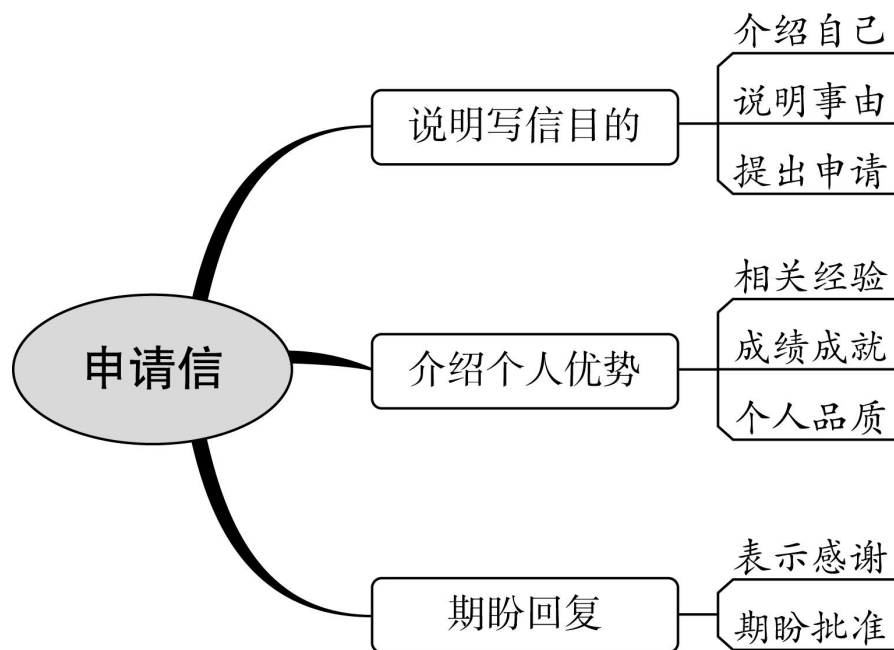
我相信在你的帮助下我会取得很大的进步。

④ I'd appreciate it if you could offer me a helping hand. Looking forward to your reply. 如果您能伸出援手，我将不胜感激。期待您的回复。

八、申请信

八、申请信

申请信内容有求职、留学、志愿者、报考和参加某种活动等。申请的目的是让对方了解自己的能力和经验和成就，其中个人情况介绍(学业与特长、能力与经验、品德与爱好等)是申请信的核心内容，要尽可能说明申请人的优势，以便留下良好印象。申请信多用第一人称，时态用一般现在时，介绍过去的情况可用一般过去时。具体构思结构：



八、申请信

典例精析

(2024江苏苏州八校联考三模)假设你是李华，听闻《中国日报》(*China Daily*)为了宣传中国传统文化，正在招募志愿者向海外介绍中国著名历史文化景点，你很想参加本次宣传活动，请你就此事给报社写一封英文申请信，内容包括：

1. 写信目的；
2. 自荐理由；
3. 申请参与。

注意：

1. 词数80左右；
2. 可以适当增加细节，以使行文连贯。

八、申请信

Dear Sir/Madam,

I'm Li Hua, a Senior One student. Learning that *China Daily* is in need of some volunteers to introduce Chinese cultural attractions to foreigners, I can't wait to apply to be one.

To begin with, ① not only am I outgoing, but also I am enthusiastic (我不仅性格外向, 而且待人热情), which helps me get along well with others. What's more, ② I have such a good command of English that I can introduce Chinese historical and cultural attractions to the whole world fluently (我英语很好, 可以流利地向世界介绍中国的历史文化景点). At last, with my previous experience of being a volunteer, I hold the firm belief that I am the right person for the job.

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

八、申请信

◀ 范文赏析 ▶

1. 谋篇布局

- ① 第一段说明写信目的并提出申请。
- ② 第二段介绍自荐理由，主要谈个人的优势。
- ③ 第三段表达期望。

2. 词汇与句式

① 高级词汇：in need of、enthusiastic、get along with、have a good command of、historical、fluently、take... into consideration

② 高级句式：

I hold the firm belief that I am the right person for the job中that引导同位语从句。

八、申请信

素材积累

1. 说明写信目的

① I'm a student who is studying in... School.

我是一位在……学校学习的学生。

② I'm glad to learn that you want a. ..

我很高兴得知你们需要一名……

③ I am writing to **apply for the job/position**.

我写信的目的是申请这个工作/职位。

八、申请信

④ I'm quite interested in this job.

我对这个工作非常感兴趣。

⑤ I am writing to apply for... advertised in...

我写信申请刊登在……上的……

八、申请信

2. 介绍个人优势

① I graduated from...three years ago.

我三年前从.....毕业。

② I major in English/Computer/Chinese Medicine... so I have a good
command/knowledge of ...

我的专业是英语/计算机/中医.....所以我很精通.....

③ I won the first prize in... Competition.

我获得了.....比赛的一等奖。

八、申请信

④ I have been working in... since my graduation, and I have gained rich experience in this field.

毕业后我一直在……工作，积累了该领域丰富的经验。

⑤ As an outgoing... I get along well with all my classmates and am always ready to help others.

作为一名外向的……我和同学们相处融洽且总是乐于助人。

八、申请信

3. 表示感谢，期盼回复

① I think that I'm qualified for the position.

我认为我能胜任这个职位。

② I'm sure I can do the job well if I get the position.

如果我得到这个职位，我确信我能做好。

③ Thanks for considering my application and I am looking forward to your early reply.

感谢您考虑我的申请，期待您的早日回复。

八、申请信

④ I would appreciate it if you could give me the opportunity.

如果你能给我这个机会，我将不胜感激。

⑤ Your early response will be much appreciated.

如您能尽快回复，我将不胜感激。