

• 高中英语应用文写作---申请求职信(2)

Application Letters

➤ Objectives

To learn about the structure and contents of letters;

To recognize what a good Application letter is like.

To write appropriate Application letters, especially pay attention to the tone and language.

➤ Lead in(加思维导图)

When do you need to write Application letters?

- ✧ apply for a position in clubs
- ✧ apply for a position in a company
- ✧ apply for an internship
- ✧ apply to be a volunteer
- ✧ apply to get a chance of being a host family
- ✧ apply to get a chance of taking part in camps
- ✧ apply to get a chance of being a service provider

➤ Send Application Letters to (加思维导图)

- ◆ camps/clubs/organizations
- ◆ school/colleges/university
- ◆ internships
- ◆ volunteer organizations

➤ Application letters

- 内容齐全 content
- 结构清楚 Format
- 语言准确 language
- 交际得体 tone

✚ Format 申请求职信写作框架(加思维导图)

✚ Application Letters -Readers-based

Part 1: Beginning - Purpose of writing the letter

Part 2: Body Arrangements

Part 3: Ending

一、**申请求职信**：在申请工作职位、入学资格、奖学金、签证或参加活动的机会时，向校方或聘方发出的信件，信件需写明申请的理由、职位和具体内容，概述个人情况。信文语言表达要准确，言简意赅，语气应诚恳，措辞要得体。

信件格式

- 称呼：Dear Sir or Madame/editor/Tom,
- 署名：Yours 或者 Sincerely yours 换行 LiHua
- 客套话：开头 How are you? How is everything going? / I am pleased/delighted to receive your letter...
- 结尾 Best wishes./Best regards./Have a good day!/ I'd appreciate it if you write me soon./ Look forward to your early reply...

Format

What should be included in an application letter?

Dear _____,

Beginning --- Introduction and purpose

Why are you writing the letter?

Body--- describing your viewpoint on why you feel you are qualified for the job

--- describing how you think they will fit the position you are applying for

Why do you feel you are qualified for the job?

Ending --- About your wishes for response and your gratitude.

Yours faithfully

Writing preparations

✚ Part 1: Purpose of writing the letter

(1) 开篇常用句式：自我介绍（收信人非熟人），交代消息来源和写信的目的；。


- I would like to work as a volunteer for the Winter Asian Games.
- I am writing to express my interest in the post/position that you ...
- I am more than glad to get the information about the summer Camp.
- I'm writing to apply for becoming one of the host families to accommodate our friends.
- I have learnt from the advertisement that you need a I am writing to apply for this post.
- Learning from... that you are looking for a ..., I am writing to tell you that I'm suitable for the job.
- I am writing to you to apply for the post that you advertised in the newspaper yesterday.
- 如果是非朋友，也可先简单介绍自己：
- I am Li Hua, a student from No. 2 High School/ Chairman of the Student Union.

✚ Part 2: Body Arrangements



(2) 篇中介绍能胜任申请的个人特长：知识、经验、性格等



- communicate with
- I have been ...since...
- get along well with sb
- I once worked as a ...for two years.
- be rich in experience/ have much experience in

✚ Part 2: Body Arrangements

Natural transitions  to begin with, besides, In addition, Therefore, In brief, once, as well, to be frank, what's more, meanwhile...

The content must be correct and concrete, the language be accurate, the attitude and tone be genuine. (描述准确精炼，言简意赅，语气诚恳)

 Suitable Details?  Speak in moderation, and in persuasive (用语适度，有说服力)

 Express your gratitude in an enthusiastic way 

✚ Part 3: Ending

(3) 篇尾表达对申请结果的期待

- It will be highly appreciated if I can have this opportunity.
- I sincerely hope you will enjoy the time you spend in my family.
- I do hope that I can be lucky enough to be admitted to your camp.
- I would appreciate it if you could take my application into consideration.
- I am looking forward to your favorable reply at your earliest convenience.

✚ Useful words and expressions

◆ acted	◆ appointed	◆ delivered
◆ ability	◆ approached	◆ designed
◆ achieved	◆ arranged	◆ developed
◆ adapted	◆ assisted	◆ diagnosed
◆ advanced	◆ assigned	◆ determined
◆ addressed	◆ attached	◆ effective
◆ adjusted	◆ attended	◆ experienced
◆ adopted	◆ balanced	◆ education
◆ advocated	◆ boosted	◆ exchanged
◆ ambitious	◆ background	◆ evaluated
◆ announce	◆ combined	◆ enhanced
◆ anticipated	◆ clarified	◆ energetic
◆ applied	◆ confirmed	
◆ approved	◆ cultivated	

✚ Writing help: Useful phrases

◆ specialized in	◆ at your request
◆ good sense of	◆ match for the job
◆ good candidate	◆ I am sending you
◆ responsible for	◆ meet your criteria
◆ well suited for	◆ keep an interest in
◆ technical skills	◆ take pride in my work
◆ willing to travel	

✚ Writing help: sentences (PPT 上每页 5 个句子, 排列整齐点)

1. I am responding to your advertisement in Sunday's paper for...
2. Sb. has informed me that you are currently looking for a part-time...
3. In response to your ad for a website producer/editor, I'm enclosing....
4. I was pleased to see your advertisement in this morning's paper for...
5. My eight years as a..., make me suitable for the responsibilities of the position you are advertising.

Yours Sincerely / Faithfully / Truly,

✧ 申请求职信写作模板 2:

Dear _____, (写信对象)

➤ Writing Purpose:

My name is _____, from _____ (自我介绍). I would like to apply for _____ (写信目的). I firmly believe

that I have the qualification as a/an ____ (申请的职位).

- **Body --- describing your viewpoint on why you feel you are qualified for the job**
--- describing how you think they will fit the position you are applying for
Why do you feel you are qualified for the job?

Being a ____, I have been working in ____ for ____ years and I have a good command of _____. What's the most important is that I was brought up to respect others and share happiness and sorrow with others. (申请的主要原因至少两个优点). I think that it will be beneficial to my _____.

- **Ending ---About your wishes for response and your gratitude.**

I believe I have what the job takes. I hope you can offer me the opportunity. Looking forward to your earliest reply.

Sincerely yours

Li Hua

Assessment

Work in groups of four. Each student read the article and others comment on your partner's work. Then select the best one out to show in the class. When you are discussing, you can pay attention to the following hints.

Purpose	Have you made the purpose <u>obvious</u> ?
Format	Does the format conform to the requirements?
Language	Are the sentences correct? Have you used the proper punctuation, words, sentence and paragraphs to convey yourself?
Content	Have you included <u>all the points of view</u> ?
Are the details suitable?	

● 应用文写作—申请求职信

三、参考范文

- 范文 1: (2018 年 6 月浙江高考真题) (加思维导图)

第一节 应用文写作 (满分 15 分)

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。

注意:

1. 词数 80 左右;
2. 可以适当增加细节, 以使行文连贯。

Writing Sample:

Dear sir,

I am writing to apply for a position as a volunteer for the reception job of some foreign students.

I think I'm qualified for the position. To begin with, I can speak English fluently as I have been learning it for 8 years or so, which can greatly benefit my work. What's more, as a volunteer I once

participated in lots of activities in society, during which I was well-equipped with plenty of experience. What's the most important is that I can do my utmost for the English Association of School.

I would be much obliged if you can take my request into account. Your prompt attention to this letter would be highly appreciated.

Yours faithfully,
Li Hua

➤ 范文 2: (加思维导图)

假定你是李华, 正在 Columbia University 求学, 想利用暑假时间在肯德基(KFC)当一名服务生。请你给店长 Steven 写一封申请信, 内容包括:

1. 自我介绍;
2. 申请的理由;
3. 联系方式。

注意: 1. 词数 80 左右;
2. 可适当增加细节, 以使行为连贯。

Writing Sample:

Dear Steven,

I am Li Hua, a student from Columbia University. I am writing to apply to be a waiter in your KFC to earn some pocket money during this summer vacation.

I am outgoing and can get along well with my colleagues and customers. I worked in a restaurant last summer and earned much related experience. Above all, I am a quick learner, which can enable me to adapt to my job as soon as possible.

It will be highly appreciated if my application is taken into account. Please contact me by 123456@gmail.com.

Yours faithfully,
Li Hua