

• 高中英语应用文写作---申请求职信(1)

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 visa
- ✧ apply for a scholarship
- ✧ apply for admission to schools
- ✧ apply for admission to colleges
- ✧ apply for admission to university
- ✧ apply for a job/part-time job

➤ 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。

三段式结构 Structure:

第一段：自我介绍（收信人非熟人），交代消息来源和写信的目的；

第二段：详细描述申请的理由，具体的职位，阐述个人优势，对这一职位的设想，告知联系方式（必要时）；

第三段：表达希望得到对方的回复并致谢。

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 want to apply for admission into your university.
- I am writing to apply to participate in the activity.
- I am very glad to get the information that you need a...
- I am writing to apply for the summer camp in your school.
- Having read your terms, I believe that I'm qualified for the job.

✚ 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

- be good at/ do well in / be familiar with/ be skilled in
- I have learnt English for 8 years and I am good at spoken English...
- be fit for/ be equal to/ have the qualification for / be qualified for
- have a good knowledge of / have a good command of spoken English
- What's more important is that I am familiar with the local conditions.
- I am easy-going and helpful and I am sure to get along well with my partners.
- I have a talent for English and I have won the first prize in an English speech contest.
- I sincerely hope that my family can have the honor to be a host family of an exchange student from...
- If I had the opportunity to be accepted as a member of your summer camp, I would be quite appreciated.

✚ Part 3: Ending

(3) 篇尾表达对申请结果的期待

- Looking forward to your early reply.
- Thanks for your favorable consideration.
- Your prompt reply will be highly appreciated.
- I will appreciate it if I am offered the opportunity.
- I will be much obliged if you offer me the opportunity.

✚ Useful words and expressions

- | | | |
|-------------|---------------|---------------|
| ◆ enclosed | ◆ goals | ◆ imaginative |
| ◆ fostered | ◆ heightened | ◆ loyal |
| ◆ fashioned | ◆ illustrated | ◆ launched |

◆ motivated	◆ proposal	◆ stimulated
◆ navigated	◆ purchased	◆ summarize
◆ notified	◆ qualified	◆ terms
◆ objectives	◆ ranked	◆ tended
◆ opportunity	◆ reliable	◆ tutored
◆ optimistic	◆ recommended	◆ trustworthy
◆ persuasive	◆ responsible	◆ urged
◆ practical	◆ summarize	◆ updated
◆ project	◆ self-confident	◆ volunteered
◆ professional	◆ scheduled	◆ widened
◆ promoted	◆ sponsored	◆ well-organized

✚ Writing help: Useful phrases

- ◆ apply for the position of
- ◆ for further information
- ◆ believe I could contribute
- ◆ ten years' experience with
- ◆ skills that would be useful to
- ◆ experience that qualifies me for
- ◆ qualities that would be useful in
- ◆ considered an enthusiastic worker
- ◆ in response to your advertisement
- ◆ if you need additional information
- ◆ interested in pursuing a career with
- ◆ fit in with others= get on well with others
- ◆ would enjoy attending/working/belonging

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

1. I am a skilled...
2. I have three years' experience in...
3. I am applying for the position of...
4. I believe I am well qualified to apply for...
5. I am interested in your part-time position for...
6. I was pleased to learn that there is an opening.
7. I am seeking a position in this area because of...
8. According to this morning's paper, you are seeking...
9. I am writing to request an interview for the position in...
10. I will call you Thursday to discuss setting up interview.

✧ 申请求职信写作模板 1

Dear _____,

➤ Writing Purpose:

① I am Li Hua, a student from _____ (自我介绍). I am writing to apply for _____ (写信目的), for I believe that _____ (申请的主要原因).

➤ 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?

② I am sure I am qualified for the post of _____ (申请的职位). For one thing, I have learnt _____ for _____ years and I have a good command of _____. For another, I once worked as _____ for _____ years, so I have much experience in _____. Moreover, I am outgoing and easygoing and can get along well with my partners.

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

③ I would appreciate it if you could give me the opportunity. Looking forward to your early reply.

Yours Sincerely / Faithfully / Truly,

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: (2011 年 6 月辽宁高考真题) (加思维导图)

假定你是李华, 将于今年七月从新星外语学校毕业。你从报纸上得知 B&B 公司要招聘一名英文秘书, 你很感兴趣。请写一封求职信, 要求包括下列内容:

1. 年龄: 18;
2. 学习情况: 班级前 5, 英语口语好;
3. 兴趣和特长: 打字快, 喜欢阅读, 听音乐;
4. 性格特点: 积极向上。

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 Sir/Madam,

Knowing that an English secretary is needed in your company from the newspaper, I would like to apply for it.

I'm an 18-year-old boy and will graduate from Xinxing Foreign Language School this July. I'm an excellent student among the top 5 in my class. I'm expert at English, especially oral English. I enjoy reading and appreciate music and can type very fast. What's more, I'm outgoing and diligent and like to make friends.

It would be greatly appreciated if you could give me the opportunity. Looking forward to your earliest reply.

*Sincerely yours,
Li Hua*

➤ 范文 2: (加思维导图)

假如你是中国留学生李华，你在芝加哥大学求学，请你根据以下提示，用英语向校方提交奖学金申请。

1. 自我介绍（包括英语能力）；
2. 奖学金申请的优势；
3. 希望获准。

Writing Sample:

Dear sir,

I am Li Hua, a student from China, I'm writing to apply for a scholarship for an oversea student.

Having read your terms on school website, I think I'm qualified for your requirements to win scholarship. I have a keen interest in study and do well in all my subjects, ranking among the best students in our class. **Once** I got the first prize in the English Writing Competition. **In addition**, I have teamwork spirit and can get along well with others.

It would be extremely appreciated if you could take my application into account. Looking forward to your earliest reply.

*Sincerely yours,
Li Hua*