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公众号：溯恩高中英语

高中英语应用文写作系列

3. 申请信



- Rainbow

What is an application letter?

target: to whom you are writing

An application letter is a personal letter that is typically used to apply for a job. In this sense, it is also called a cover letter.

potential employer

In a more general sense, application letters can be used when applying for anything from a club membership or admission to a school.

to whom it may concern

Application Letter

To whom

potential employer
to whom it may
concern

For what
purpose

land/secure a job
be a member of a club
be admitted to a school

Your
qualifications

hard skills:

work-related skills

soft skills:

personality traits
such as leadership,
communication

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假如你是高中生李华，你校有一个由中外学生组成的名为Cross Culture的俱乐部，致力于向外国友人介绍和推广中国传统文化，请你给该俱乐部部长George写一封80词左右的邮件，申请加入。内容包括：

1. 自我介绍；
2. 写信目的；
3. 申请理由。



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Li Hua's identity

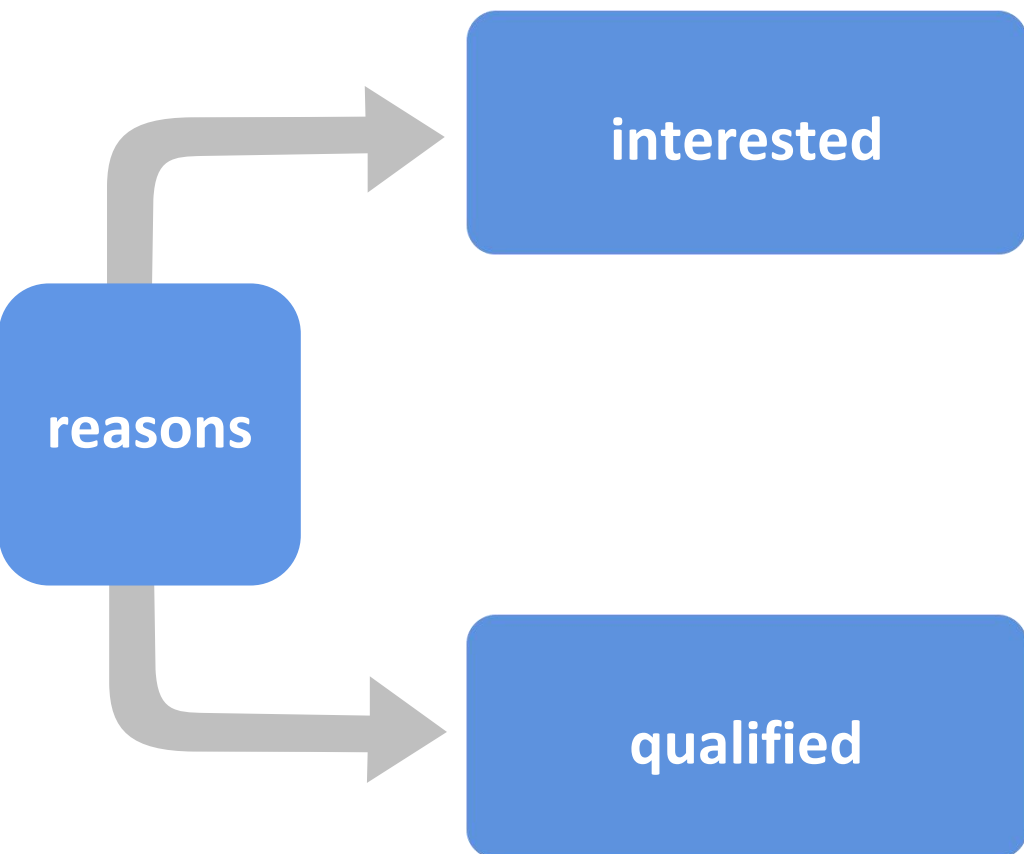
Note:
the relationship between
Li Hua and the receiver

a p p l y f o r t h e
m e m b e r s h i p of the
club
join the club

interested
qualified

高中英语应用文写作系列

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I have great interest in...
a keen lover/enthusiast of...
dream of spreading...to...
the club is dedicated to...
a meaningful activity/cause
a good command of .../be
equipped with.../be familiar with...
My proficiency and fluency in
spoken English enables me to...
My excellent communication skills
help to do the job...

my interest/dream

be coincident with...

be consistent with...

run parallel to...

club's purpose

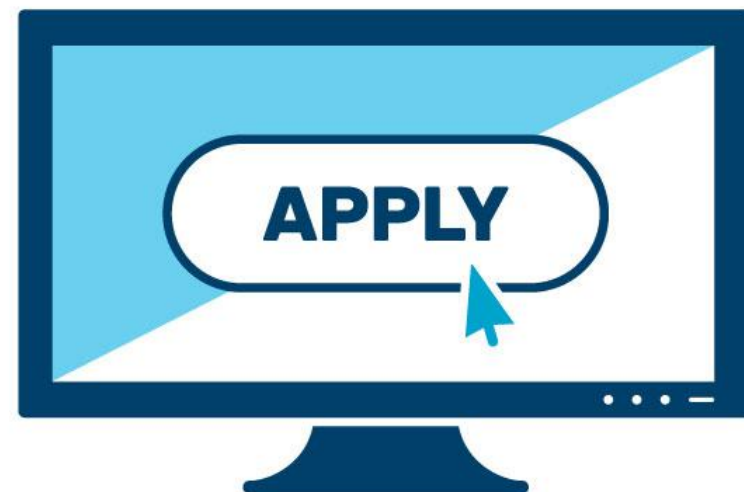
高中英语应用文写作系列

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审题误区之

Will this club provide a platform where you can sharpen your English proficiency and improve your knowledge about traditional culture?

Is your great interest in Chinese culture enough for you to be a member of the club?



高中英语应用文写作系列

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请在各题目的答题区内作答。超出黑色矩形边框限定区域的答案无效

第四部分 写作（共两节，满分40分）

第一节 应用文写作（满分15分）

Dear George,

I'm Li Ha, a student of our school. Finding your club's poster, I'm writing to ask for a admission to joining it.

I heard that your Cross Culture club includes Chinese and foreign students and is on a purpose of introducing and spreading Chinese culture.

Inspired by that and interested in Chinese Culture, I want to join your club to spread Chinese culture together.

I would appreciate it if you could offer me the privilege.

Looking forward to your early reply!

Yours
Li Hua

第二节 读后续写（满分25分）

What is your
qualification?
Too many
paragraphs!

高中英语应用文写作系列

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Dear George,

I'm Li Hua, who is a student from the high school.

强行使用定语从句

Dear George,

Chinese

Hello, I'm a high school student, Li Hua.

你们自己学校的俱乐部!

Dear George,

My name is Li Hua. I'm writing to getting the agreement of joining

apply for the membership of your club

Dear George,

Hi, I'm Li Hua. I'm writing to apply for an agreement to join the club.



3. 申请信

Dear George,

I am Li Hua from Class 3 Grade 2, writing to apply to be a member of your club.

I really appreciate the efforts Cross Culture has made to introduce Chinese culture to the world. As a student with a keen interest in cross-cultural communication, I hope I can have a chance to do my own bit for this significant cause. I have read many books on Chinese traditions and take great pride in my spoken English, which I believe can help me do a good job in the club.

I'd appreciate it if you could consider my application.

Yours,

Li Hua

假设你是红星中学学生李华，你得知故宫正在招聘暑期义务英文讲解员，请你给相关部门负责人写一封申请信，内容包括

1. 介绍你的基本信息；
2. 说明你的优势；
3. 表示你希望被录用。



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3. 申请信

Dear Sir or Madam,

I have learned that English volunteer guides for the Forbidden City are wanted in the summer vacation. I am writing to apply for this position.

I'm a Senior 3 student in Hongxing Middle School, and I believe I am qualified for the position. These years, I have been on several exchange programs in America, so I am confident with my communication skills in English. What's more, as a fan of Chinese ancient history, I am sure my knowledge will prove helpful when I introduce the Forbidden City to foreign guests.

I would be very grateful if you could offer me the opportunity. Thank you for your consideration.

Sincerely yours,
Li Hua

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3. 申请信

Dear sir or Madam,

I am writing to apply for the position of an English volunteer guide at the Forbidden City in the summer.

Let me tell you something about myself. My name is Li Hua. I am a senior 3 student at Hongxing High School. There are several advantages that I possess. To start with, I am fluent in English, which allows me to explain the glorious history of the Forbidden City to foreign visitors clearly. Besides, I am an enthusiastic learner of the Chinese history and a top student in class, therefore I have a rich knowledge of the history of the Forbidden City, which makes me well-equipped for the job.

I would feel grateful if you could give the golden opportunity to share Chinese culture and history with foreign visitors. Thank you for your time. I am looking forward to your reply.

Yours sincerely,
Li Hua