

## 应用文写作之申请信

申请信有很多种，比如求职申请、加入某组织或活动的申请、报考申请、留学申请等。写申请信的目的在于让对方了解自己的经验、能力、成就、愿望等，所以个人情况的介绍应该是申请信的核心内容，应尽可能向对方说明本人的长处，以便留下好印象，获得面谈的机会。由于此类题目常有较多的文字提示，写作时除应注意格式上的要求外，也应注意审题全面，不能遗漏要点，并注意人称和时态的变化，避免出现逻辑混乱。

### 【话题词汇】

1. **apply for** 申请
2. **accumulate social experience** 积累社会经验
3. **be suitable for...** 适合.....
4. **with a good command of oral English** 很好地掌握口语 作谓语把 with 改为 have
5. **competent** adj. 足以胜任的
6. **be expert in...** 擅长于...
7. **be qualified for....** 胜任.....
8. **obtain the precious opportunity** 获得这个珍贵的机会
9. **be capable of doing sth.** 有能力做某事
10. **have the ability to do sth.** 有能力做某事
11. **have experience in doing sth./be experienced in** 在做.....上有经验
12. **have a good command/knowledge of** 精通/对.....能运用自如
13. **major in** 主修.....专业
14. **last but not least** 最后但也很重要的一点

### 【核心句型】

1. **Learning from the advertisement** you have posted that you're **in need of...** to do sth, I'm writing for a chance to work as... 从你发布的广告中得知你需要……，我写信给你是为了应聘……。
2. As an outgoing student, **not only can** I get along well with interviewees **but also I** have a sense of duty and cooperation. 作为一名外向的学生，我不仅能与面试者相处融洽，而且我有很强的责任心和合作精神。
3. **Sociable and honest, I have a gift for** communication with others. 善于交际，有责任心，我的确相信我自己完全符合志愿者工作的条件。
4. **What satisfies me most is that I have no difficulty communicating** with others in English.

最使我满意的是我用英语和别人交流起来毫不费力。

5. **With responsibility and patience**, I'll show passionate enthusiasm toward this job. 我有责任心和耐心，会对这份工作表现出满腔热忱。

6. **What makes me confident is** that I have learned a lot on different fields, which broadens my horizons. 让我感到自信的是我已经在不同的领域学到了很多，这使我拓宽了视野。

7. **Having been learning English for** many years, I have a good command of English, especially spoken English. 已经学了很多年的英语，我精通英语，尤其是英语口语。

8. I will be **more than grateful** if I am given a chance and I **am convinced** that I will perfectly live up to your expectations. 如果给我一个机会，我将感激不尽。我也相信我不会辜负你们的期望。

9. **Should you(= If you should treat) treat my application favorably**, I would **spare no effort** to offer my best service. 如果您能看中我的申请，我将不遗余力地提供我的最佳服务。

10. I **would greatly appreciate it if you could** take my application into consideration. 如果您能考虑我的申请，我将不胜感激。

11. **Being outgoing as well as warm-hearted**, I'm always ready to help those in need, **which** makes me feel good **in return**. 我性格开朗，心地善良，随时准备帮助有需要的人，这反过来让我感觉很好。

12. **With good academic performance and practical working experience**, I feel I'm the right person you're looking for. 我有优异的学习成绩和实际工作经验，我觉得我是你要找的人。

13. I'm an excellent student, **among the top 5** in my class of 50 students. My grades **are among the best ones** in my department. 我是个优秀的学生，在我班 50 名学生中名列前茅。我的成绩在系里名列前茅。

### 常用表达句型积累

#### 1、表明身份，点明要申请的内容

① I'm writing to apply for your recently advertised position of...

我写信是想申请贵公司最近登的..... 职位。

② Having learned from the newspaper that you are in need of..., I'm writing to express my interest in it.

从报纸上得知你们需要.....，我写信是想表达我对此感兴趣。

③ Perfectly fit/ suitable / qualified for..., I'm writing in reply to your notice for...

完全符合.....，我写信回复你.....的启事。

④ Having learned that your office needs..., I would like to apply for the post. / I'm now writing to you in the hope of filling in the job vacancy./I am interested in.. and wish to enter this significant program.

得知贵公司需要.....，我想申请这个职位。/我写信给您是希望能够填补这个职位的空缺。/我对.....感兴趣，并希望加入这个重要项目。

⑤ I'm looking for a job as..., and would be grateful if you could consider me for such a post in your firm.

我正在找一份.....的工作，如果您能考虑我在贵公司担任这个职位，我将不胜感激。

## 2、强调自身优势及胜任理由

### （1）总述

① I am competent to meet the requirements you've listed.

我有能力满足你列出的要求。

② With good academic performance and working practical experience, I feel I'm the right person you're looking for.

我有很好的学习成绩和工作实践经验，我认为我就是你要找的人。

### （2）资格

① I am confident that I'm suitable for... / qualified to do... / equal to doing...

我确信我适合...../ 有资格做...../ 能胜任做.....

② I once worked as..., which makes me experienced in...

我曾经做过 ....., 这使我在 ..... 方面有经验。

③ I'm an excellent student, among the top 5 in my class of 50 students. My grades are among the best ones in my department.

我是个优秀的学生，在我班 50 名学生中名列前茅。我的成绩在系里名列前茅。

### （3）性格

① Meanwhile, it is my independence that makes it easy for me to adapt to a new environment.

同时，正是我的独立使我很容易适应新环境。

② For my being outgoing and enthusiastic, it's relatively easy to get along with me.

由于我外向热情，和我相处相对容易。

③ Being outgoing as well as warm-hearted, I'm always ready to help those in demand, which makes me feel good in return.

我性格开朗，心地善良，随时准备帮助有需要的人，这让我感觉很好。

④ As an outgoing... I get along well with my classmates.

作为一名外向的……，我和同学们相处得很好。

#### （4）交流

① As a graduate majoring in English, I have no difficulty in communicating with others in English.

作为英语专业的毕业生,我用英语和别人交流起来毫不费力。

② To be honest, I have a gift for communicating with others.

说实话，我有与别人沟通的天赋。

③ I have been learning English for more than 10 years with a good command of oral and written English, which enables me to communicate/ interact with foreign friends fluently.

我已经学了 10 多年英语，口语和书面语都很好，这使我能够流利地与外国朋友交流。

#### （5）经验

Furthermore,I have participated in community activities for years on end, which makes me cope with various emergencies promptly and efficiently/ more qualified for the position.

此外，我已经连续多年参加社区活动，这使我能够迅速有效地应对各种紧急情况/更加胜任这个职位。

### 3、表达感谢，期盼获准

① Should you favor me with the position, I am convinced that I would live up to your expectations.

如果你选择我任职，我坚信我一定不会辜负你的期望。

② I would appreciate it if I'm offered the chance. I will spare no effort to offer my best service.

如果你能给我这个机会，我将不胜感激。我将会不遗余力地提供我的最佳服务。

③ I would be grateful / I'd appreciate it if you could take my application into account/consideration. Looking forward to your earliest/earnest reply.

如果您能考虑我的申请,我会不胜感激，期待您可以尽快/认真答复。

#### 申请信模版

Dear Sir or Madam,

个人简介. I am writing to apply for the position you advertised in the 消息来源.

First, 性格优势 1. Besides, 语言能力优势 2. What's more, 经验优势 3. Therefore, I believe I am the right person for the job.

I sincerely hope that you will take my application into consideration. Looking forward to your early reply.

Yours,