英语四级作文万能模板：实用性写作(申请信)

Your address

Month, Date, year

Receiver's address

Dear ...,

I am extremely pleased to hear from you./ to see your advertisement for the position in .... And I would like to write a letter to tell you that.../ I am confident that I am suitable for the kind of the job you are advertising.

.../ I feel I am competent to meet the requirements you have listed. On the one hand, ... On the other hand, ... I am enclosing my resume for your kind consideration and reference.

I shall be much obliged if you will offer me a precious opportunity to an interview. I will greatly appreciate a response from you at your earliest convenience/ I am looking forward to your replies at your earliest convenience.

Best regards for your health and success.

Sincerely yours,

X X X

视频网课资料请联系微信：A2021398