

《六级英语作文范文：应聘求职信》

一直以来，英语六级作文都是英语六级考试的重点和难点，很多同学败就败在六级作文上面。除了平时的词汇积累之外，我们还要多写一写六级作文，并多背一下优秀的六级英语作文。

英文作文：

Dear Human Resources Department,

I am writing to express my keen interest in the position of Secretary advertised by China Sida International Economic and Technical Cooperation Company (CSCIETC). My name is Wang Peng, and I believe I am well-suited to the role based on the qualifications you have outlined.

I am 24 years old and hold an associate degree from a reputable university. My proficiency in English is excellent, with strong skills in both spoken and written communication. Additionally, I am adept at computer operations and have a solid understanding of various office software.

My previous experience in a foreign company has honed my communication and coordination abilities, making me an effective team player. I am confident that my skills and experience align with the requirements of the job.

Enclosed with this letter is my resume, contact information, and my expected salary. I would appreciate the opportunity to discuss my application further with you.

Please find my application materials sent to the following address: Human Resources Department, Liansheng Building, 8560 Huaihai Middle Road, Shanghai, Postal Code 200033.

Thank you for considering my application. I look forward to the possibility of contributing to CSCIETC.

Yours sincerely,

Wang Peng

尊敬的人力资源部，

我写信是为了表达我对中国四达国际经济技术合作公司(CSCIETC)广告中的秘书职位

的热切兴趣。我叫王鹏，我相信根据您列出的资格要求，我非常适合这个职位。

我今年24岁，拥有知名大学的大专学位。我的英语水平非常优秀，口语和书面沟通能力都很强。此外，我精通计算机操作，对各种办公软件有深入的了解。

我在外企的工作经历锻炼了我的沟通和协调能力，使我成为一个有效的团队合作者。我相信我的技能和经验与这份工作的要求相符。

随信附上我的简历、联系方式和期望薪资。我希望能有机会与您进一步讨论我的申请。

请查收我将申请材料发送至以下地址：上海市淮海中路8560号揽盛大厦人力资源部收，邮政编码200033。

感谢您考虑我的申请。我期待着有机会为CSCIETC做出贡献。

此致，

王鹏

