

Leave three lines to write company, address and postcode

尊敬的女士/先生:      Address who you are writing to

您好!      Greeting in a respectful form



从上海日报得知贵公司正在招聘营业员。我希望我是你们理想的选择。

1st paragraph - how you know the position and your desire to be a successful applicant.

我今年 19 岁，来自澳大利亚，现在住上海徐汇区，在交通大学学汉语。我打算长期居住在上海，所以我想找一份兼职工作。

2nd paragraph- brief introduction about yourself and current situation.

我工作很努力，我喜欢与人交流，我学汉语学了 4 年了，我的汉语说得很流利。我也很喜欢艺术，芒果时装一直是我欣赏的品牌。

3rd paragraph - something about your personality and how are your interest matches the job.

我可以灵活安排我的时间。我周末也可以工作。很希望我能有面试的机会。

4th paragraph - when you can work and restate your desire to gain a opportunity of interview.

此致      standard phrase to show it is the closure of this letter.

敬礼!      Standard phrase to show your respect for the reader.

李马克      your name

2013 年 11 月 11 日      date