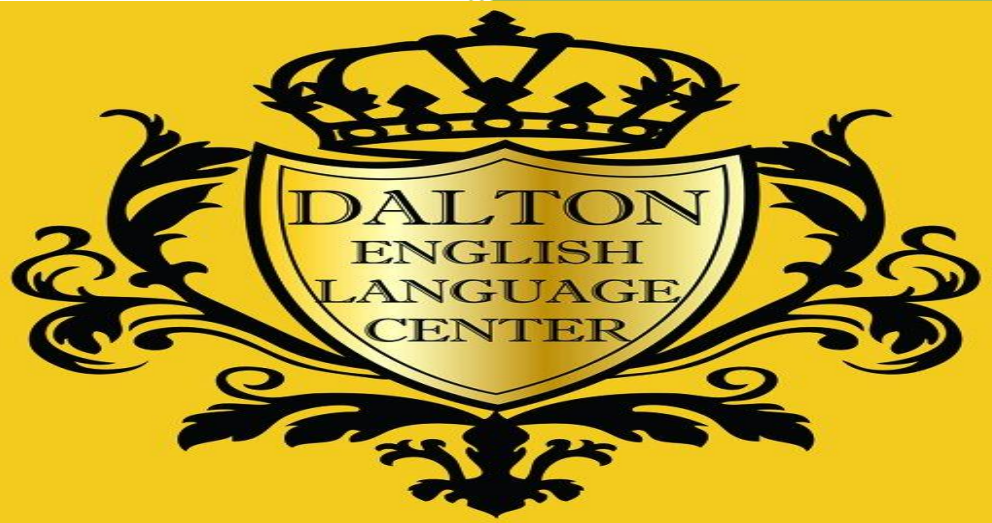


# Unit 9

## How to Write Common Correspondence



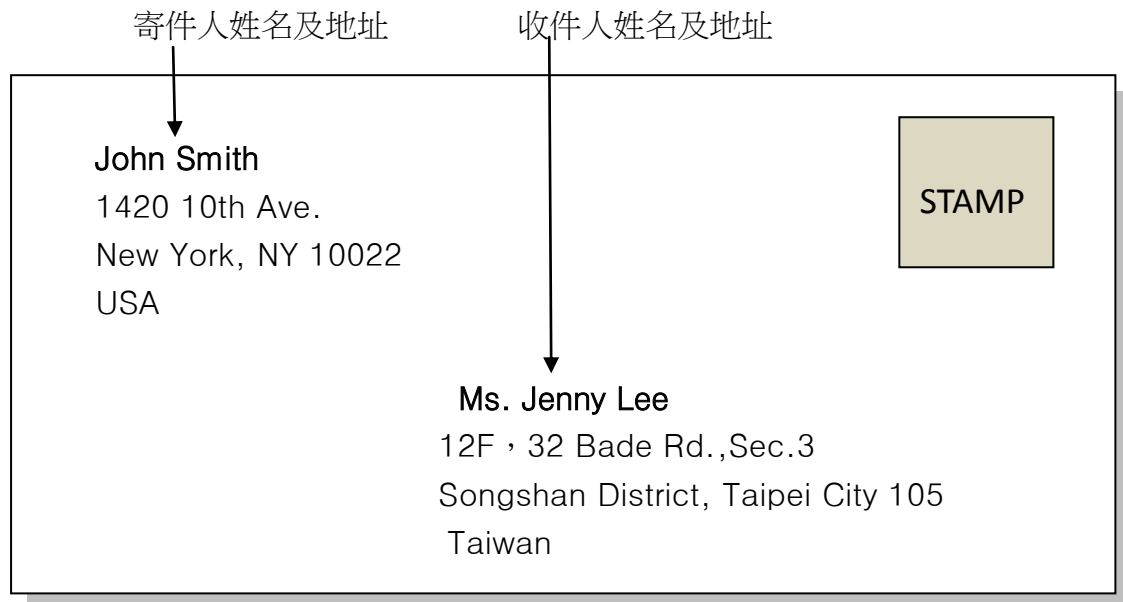
本單元你可以學到：

1. 英文信封及書信格式
2. 認識各種應用文的寫作結構

包括：賀卡、邀請函、感謝函、求職信

## I. 英文信封格式

英文信封的標準書寫格式大致如下：



### I.1. 寄信者姓名及地址

西式信封為橫式，寄信者姓名(sender's name)、住址(return address)書寫在信封左上方，由上至下依序為：

- 寄信人姓名
- 門牌號碼、弄、巷、路名或街名
- 鄉鎮、縣市、省州、郵遞區號
- 國名

### I.2. 收信者姓名及地址

收信者姓名(recipient's name)及地址(mailing address)的順序與寄信者相同，不過收信者姓名須加上稱謂(Mr.、Mrs.、Ms.等)或職稱，也可用 Attn: (=attention)指定收信者的身份，如 Attn: Sales Manager。

中文地址要怎麼英譯呢？如果你不確定的話，可利用中華郵政網站的「中文地址英譯」系統查詢，例如「台北市松山區八德路三段 32 號 12 樓」選擇漢語拼音的英譯為：

12F, No.32, Bade Rd., Sec. 3, Songshan District, Taipei City, 105,  
Taiwan (R.O.C)

各國對於地址的書寫順序有不同的規定，美國地址的寫法跟中文相反，幾樓、幾室等最小的單位寫在前面，之後再寫門牌號碼、路名、城市、國家。郵遞區號可附在城市或國家之後。由上而下如下所示：

Prof. Michael Burns ..... ❶  
State University ..... ❷  
318 Apache Blvd ..... ❸  
Tempe, AZ 85284 ..... ❹  
USA ..... ❺

- ❶ 收信人姓名，須加上稱謂(Mr.、Mrs.、Ms.)、或是職稱頭銜 (Prof.、Dr.等)
- ❷ 非私人信件須寫出所屬單位
- ❸ 門牌號碼(不必寫出 No.)、街名。若有樓碼、房碼，應在街名之後寫出
- ❹ 城市、州名、郵遞區號
- ❺ 國名

你也可以參考下表自行寫出英文地址：

室	樓	號	棟	弄
Room	Floor	No.	Building(Bldg.)	Alley

巷	街	路	段	村、里
Lane (Ln.)	Street(St.)	Road(Rd.)	Section(Sec.)	Village

區	鄉、鎮	市	縣	省
District	Town	City	County	Province

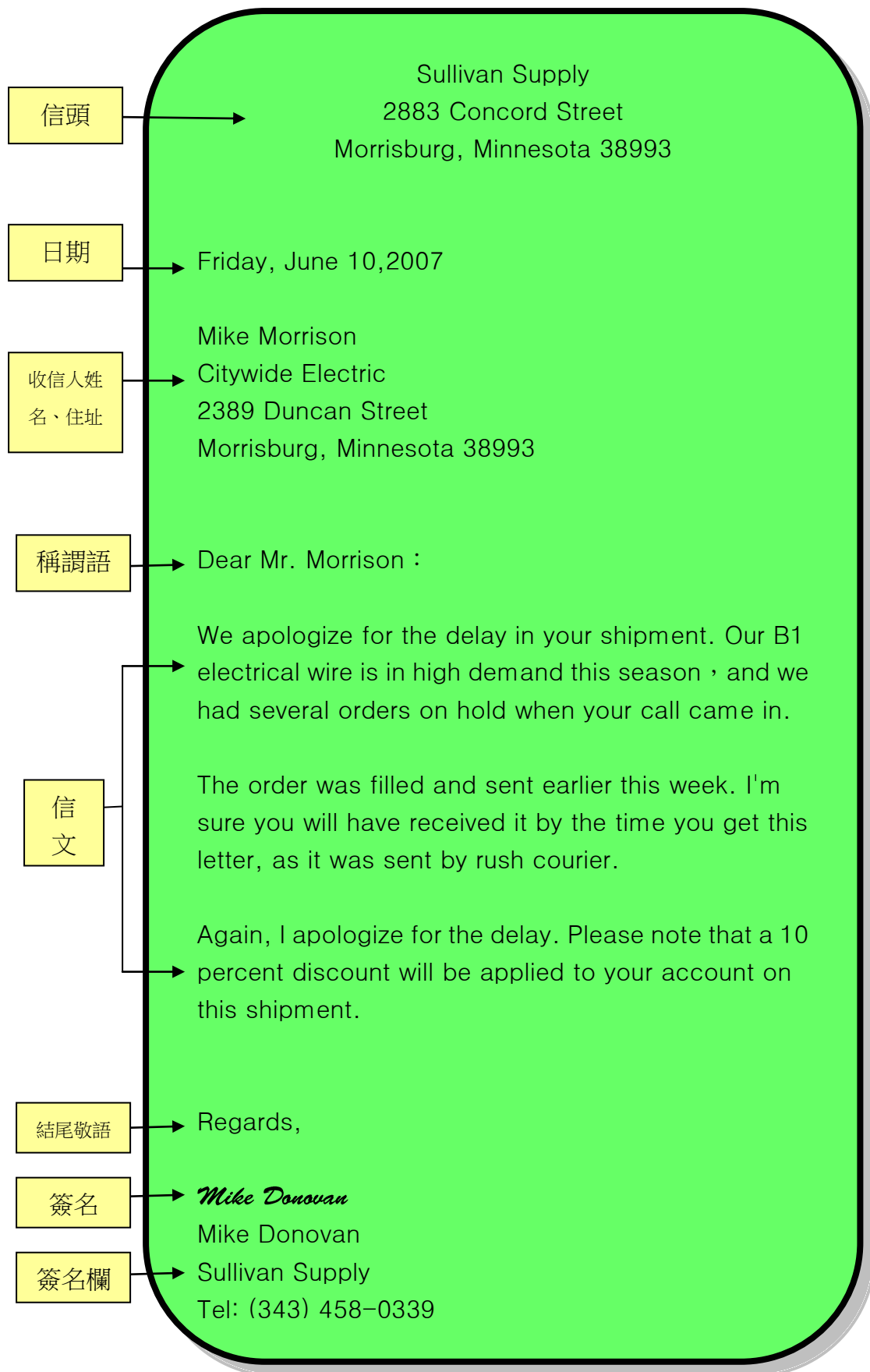
✧ Boulevard → Blvd.

✧ Avenue → Ave.

## II. 英文書信格式

英文書信架構通常包括：信頭(heading, letterhead)、日期(date)、收件人姓名及地址(recipient's name and address)、開頭敬語(亦稱稱謂語 salutation)、信文(body)、結尾敬語(complimentary close)以及簽名欄(signature block)等，其格式常見的主要有齊頭式兩種，說明如下：

- ❶ 齊頭式的書信格式：齊頭式是指所有文字一律靠左對齊。



- ❷ 改良齊頭式的書信格式：寄件人住址、日期、結尾敬語和署名以中線為準、靠左對齊，而其他部分的文字則靠左對齊。寄件人的住址可置於信件最上方，也可以放在署名下方。

Stuart Cromwell  
145 Maple St.  
Seattle, Washington 98102

November 29, 2009

Jackson Swanson  
International Technology Company  
709 32nd Avenue NE, Suite 702  
Seattle, Washington 98115

Dear Mr. Swanson,

This letter is in response to the job advertisement for a software programmer in the Seattle Post. I have been writing software programs ever since I became fascinated with computers as a teenager, and I am very interested in the position.

For over ten years, I have kept up with the latest computer innovations out of a professional as well as a personal interest. I am very familiar with the products the International Technology Company has produced and would enjoy helping your company create new products and polish existing ones. I have many successes that I am proud of, some of which are listed on my attached résumé.

I will telephone you early next week to see if we can arrange a time to meet. Feel free to call or e-mail me any time that is convenient for you. I look forward to hearing from you soon.

Sincerely yours,

*Stuart Cromwell*

Stuart Cromwell

stuartcromwell55@gmail.com

(915) 555-1212

Attachment : Cromwell résumé.doc

書信架構說明：

- ❶ 信頭：在傳統信函中，信頭要寫上寄件住址、寄件日期，以及收信人的姓名和住址，若有需要也要寫出收信人的職稱。若是用電子郵件寄送，則無須寫出寄件人和收信人的連絡住址。若發信人使用已印好所屬機構通訊資料的專用信紙，則只要寫出日期即可。
- ❷ 收信人姓及地址：須分行排列，其順序為：收信人姓名，公司名稱(若為私人信函則不用列出)，接下來的順序與信封寫法相同。在正式的書信中會寫出收件人姓名及地址，若不是正式的書信則可省略不寫。
- ❸ 稱謂語：用來稱呼收信人，可依與收信人的關係，選擇不同的稱謂語。在稱謂語之後須加上逗號。

正式稱謂語	標準稱謂語	私人稱謂語
Dear sir or Madam To Whom It May Concern,	Dear Ms. Jones	Dear Lisa,

- ❹ 本文：在稱謂語下方隔一小段空白再開始寫(若是打字則間隔兩行)。每個段落齊頭，段與段之間需要有空行隔開。
- ❺ 結尾敬語：於信尾用來表達祝福，與稱謂語一樣，視與收信人之間的親疏遠近或對方地位的高低而有不同。與本文間須間隔兩行，首字要大寫，敬語後面要加逗點。

正式結尾敬語	標準結尾敬語	私人結尾敬語
Yours respectfully, Respectfully, Respectfully yours, Cordially,	Sincerely yours, Sincerely, Best regards, Best wishes, Kind regards,	Yours truly, Very truly yours, Yours faithfully, Warm wishes, Love, With love, All my love,

- ⑥ 簽名欄：寄信人須在結尾敬語之後、打字的姓名、職稱與公司名稱上方親筆簽名。

Sincerely,

*Mary Smith*

Mary Smith

Account Manager

Global Trade Manager

- ⑦ 附件：附信附有其他文件時可以信上註明，置於簽名欄下方，標示為 Enclosure，或縮寫成 Enc.、Encl.，也可寫成 Attachment，之後可用冒號標示出附件檔名。

- ⑧ 附註：可寫為 postscript、post script，也可縮寫為 P.S.或 PS。一般來說，附註一定是在信件最後，附註之後若還有其他訊息也可寫 PPS，不過除非有絕對必要，不要用附註，這會讓人有思慮不周的感覺，在商業書信中尤其不妥。

### ③ 電子郵件

除了傳統的書信外，電子郵件現今已成為書信往返的主要媒介，現在透過右頁這封利用電子郵件申請學校的信件，來介紹 e-mail 的基本結構：



○ ○ ○

From: "John Smith" <jsmith@gmail.com> ❶

To: "ABC Language School" <info@abclanguageschool.edu> ❷

Cc: ❸

Bcc: ❹

Subject: Application Form and Course Catalogue Request ❺

Attachment: [none] ❻

Dear Administrator, ❼

I am hoping to attend a summer French program at your language school. Please send me a course catalogue and an application form. My address is below. ❽

Thank you for your attention to this matter. ❾

Kind regards, ❿

John Smith ⓫

12 Main St.

Seattle, WA 98104

- ❶ 寄件人
- ❷ 收件人
- ❸ 副本接收者(cc 為 carbon copy 的縮寫)
- ❹ 密件副本接收者(bcc 即 blind carbon copy 的縮寫)
- ❺ 主旨：如果是抬頭的話，首字則要大寫
- ❻ 附加檔案
- ❼ 稱謂語

正式書信中需加上稱謂，非正式用法則可直接稱呼姓或名。電子郵件中，若不知收件者是誰則可省略稱謂，比如寄信到公司、機構時，就可以寫：Dear ABC Language School、Dear Marketing Department、Dear Editorial Team、Dear Administrator 等。此外，若必要的話也可用較

中性的稱呼，如：Dear sir or madam、To whom it may concern, 千萬不要寫 Dear Sir，因為收信者有可能是女性。

⑧ 內文

電子郵件的書寫一般會完全齊頭，段落間空一行，讓內文容易閱讀。

⑨ 結語

⑩ 結尾敬語

正式結尾敬語	非正式結尾敬語
Best regards, Kind regards, Cordially, Sincerely(yours), Yours respectfully, Respectfully(yours)	Cheers, Love, All my love, With love, Take care, Very truly yours, Yours(truly), Yours faithfully

⑪ 姓名與聯絡資訊，不必簽名

電子郵件的格式雖沒有傳統書信嚴謹，但在較正式的郵件中，仍須掌握正式書寫的重點，用字宜簡潔扼要，忌贅字，務必要讓閱信者能在最短時間內了解信件內容。至於朋友間的電子郵件通常較不嚴謹，因此常出現縮寫、簡寫(如 ASAP = as soon as possible)。

現在，我們要分別介紹幾種常見的書信格式，包括：賀卡、邀請函、感謝函、求職信等。

### III. 賀卡

卡片並沒有一定的書寫格式，但卡片開頭要寫出收信者，結尾要簽上寄件人的姓名，若為親近的親友則最後署名處不必寫出姓名。若賀卡是多人合寄時，署名通常會依照輩份來排列。

#### ❶ 母親節賀卡

Dear Mom,

I bet you were surprised to get this card from me. I know I am not the easiest person to live with, so I thought it was time I sat down and wrote you a note to remind you how much you mean to me.

Mom, you have always been the person that I look up to most in life. Even when we disagree, I want you to know that I respect what you have done and continue to do for me. Oh yeah--and I am going to try to be easier to get along with from now on. Happy Mother's Day!

Love, Ellen

#### 母親節、父親節賀卡常用的祝賀語

- I love you with all my heart  
我全心全意地愛您。
- I appreciate everything you have done and do for me  
謝謝您從過去到現在為我所做的一切。
- Thank you for everything you have given me  
謝謝您給我的一切。
- Thanks for making me the luckiest daughter/son in the world  
謝謝您讓我成為全世界最幸運的女兒/兒子。

## ❷ 聖誕節賀卡

收信者為親朋好友時：

Dear Mark 、Cindy 、Shelly 、and Michael 、

We wish all of you a Merry Christmas and a happy , healthy , and prosperous New Year!

The past year has been a good one for us 。 I am still working at the insurance company , and Mary has her hands full taking care of Tommy , who turned two in October 。 Mary is expecting again , and we will be welcoming a new member to our family in May 。

We hope 2010 brings you peace and happiness!

Ted, Mary, and Tommy Jones

收信者為生意往來的對象時：

Dear Friends,

All of us at Hilltop Stationery Supplies would like to wish you the warmest greetings during this joyous holiday season 。 It is clients like you that we treasure , and we hope everyone at Acme Computer Company finds health , peace , and prosperity in the New Year 。 We thank you for your patronage , and look forward to serving you in 2010 。

Happy holidays!

Hilltop Stationery Supply Company

以下介紹一些賀卡常用的祝福語：

### 節日常用的祝賀語

- I wish you and your family all the best in this holiday season.  
希望你和你的家人在假期中一切安好。
- Happy holidays!  
假期愉快!
- May the holiday season bring only happiness and joy to you and your loved ones.  
願閣家佳節幸福快樂。
- May the joy and peace of Christmas be with you now and throughout the New Year.  
願你聖誕假期與新的一年平安快樂。
- Merry Christmas and all the best in the New Year!  
聖誕快樂、新年快樂!
- Merry Christmas and a Happy New Year!  
聖誕快樂、新年快樂!
- Peace, goodwill, and happiness for you at Christmas and always.  
祝你聖誕平安如意，永遠幸福快樂。
- May the joy of Christmas stay in your heart throughout the entire year.  
願聖誕喜悅常駐你心。
- Have a super Christmas and a fun-filled New Year!  
祝你聖誕快樂、新年快樂!
- May peace, love and prosperity follow you always. Merry Christmas!  
願你永遠平安、幸福、富貴有餘。聖誕快樂!

### 生日常用的祝賀語

- Happy birthday, and I wish you all the best.  
生日快樂，事事順心。
- May all your birthday wishes come true.  
希望你所有的生日願望都能實現。
- May you get everything you ask for.  
祝你得到你所想要的一切。

### 婚裡常用的祝賀語

- Congratulations on your wedding.  
恭喜你們結婚了。
- Best wishes to the newlyweds.  
為這對新人獻上最好的祝福。
- I am so happy for both of you.  
我真替你們兩個感到高興。
- You are a match made in heaven.  
你們真是天造一對。

### 教師節常用的祝賀語

- Thank you for being such an inspiration to us all.  
謝謝您給我們的啟發如醍醐灌頂。
- You are my favorite teacher.  
您是我最敬愛的老師。
- I will always remember the lessons you have taught me.  
我會永遠記得您對我的教誨。
- I may not always show it, but in your class, I learn something new every day.  
我雖沒有一直表現出來，但在您的課上，我每天都學到新的事物。

### 畢業常用的祝賀語

- Congratulations on completing an important part of your life.  
恭喜您完成人生旅途上重要的一程。
- Here's to pleasant endings and new beginnings.  
現在是一個階段的結束、新的開始。
- Your hard work is paying off.  
你的努力獲得了回報。
- Good luck to you in the future.  
祝您前程萬里。
- Graduation is a time to remember the past and gracefully move onto the future.  
畢業是緬懷過去，從容迎向未來的時候。

### 升遷常用的祝賀語

- Congratulations! You did it!  
恭喜。你做到了。
- We knew you were always a step above the rest. Now, you have the title  
我們都知道你總是比其他人努力。現在，你實至名歸了。
- Wishing you the best of luck--and not too much overtime.  
祝福您一切順利---還有別加班過度了。
- I am so happy for you! Congrats.  
我很替你高興。恭喜。
- Hip, hip, hooray on your promotion.  
萬歲，你獲得升遷真是太棒了。


## ❷ 非正式的邀請函

親朋好友之間非正式的聚會，邀請函可以用比較輕鬆的口氣。下列這是一封 e-mail 形式的邀請函，該提到的主題與正式邀請函相同，不過用字遣詞較不拘謹。

To:	Third Year Students
From:	"Donna New" <donna.new@linet.com>
Subject:	End-of-the-Year Party
<p>SCHOOL'S OUT!</p> <p>Come and celebrate with your classmates! Here are the details:</p> <p>Plus Pizzeria No.32, Bade Rd., Sec.3, Taipei Saturday, December 26, 2009, 7 p.m. RSVP by November 23</p> <p>Please reply to this e-mail so we know how many pizzas to order. Also, let us know what you like on your pizza.</p> <p>Hope to see you there!</p> <p>Donna 0949-389-389</p>	



### ❸ 電子邀請函範例二

	
From:	"Howie Powers" <howie1989@citynews.com>
To:	Classmate
Subject:	My Dad's Art Exhibit
Attachment:	Dad's Flayer.doc

Hi, Everyone,

My dad is having an exhibition of his latest paintings at the City Gallery. There will be invitation-only party on Wednesday evening, November 10, before the exhibit opens to the public. I am going to the party, and my dad told me that I can bring as many friends as I would like. All of the guests at the part will have the chance to vie his paintings, and there will be snacks and drinks provided.

If you are interested, please e-mail me back. I have to give my dad a list of people who want to go by this Friday. Include your home address in the e-mail, as all of the invitations will be mailed directly from the gallery.

Hope to see you there!

Your friend,  
John

以下介紹一些邀請函常用字彙及句型：

常用字彙：

- cordially 真誠地
- RSVP 請回覆(為法文 répondez s'il vous plaît 的縮寫)
- Venue 會場,場所
- dress code 服裝規定
- black tie 正式服裝

常用句型：

- Mr. and Mrs. James Frank request the honor of your presence for the marriage of their daughter, Diana,...  
詹姆斯. 法蘭克夫婦敬邀您參加小女戴安娜的婚禮.....
- You are invited to my party!  
邀請你來參加我的派對!
- Please join us!  
請加入我們!
- Come on over and join the fun!  
一起來享受歡樂時光吧!
- Are you ready for a party?  
你準備好來赴赴宴了嗎?

## 動手寫寫看

請依照下列提示，擬一封邀請函(正式或非正式均可)

活動：同學會

時間：2010 年 2 月 1 日晚上六點

地點：Bolero Restaurant(波麗露餐廳)

對象：Class of 1990

要求： ● 11 月 15 日前回覆給 Jane Golightly (Tel : 0999-333-222)

● 著正式服裝

Dear Class of 1990,

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## V. 感謝函

感謝函是比口頭道謝慎重的一種方式，可以用於很多場合，如：接受招待、獲贈禮物、別人提供協助或工作面試之後。學會寫英文感謝函，對求學、工作以及人際關係之間都會有所幫助。由於感謝函的重點在於表達感謝，因此越快寄出越好。

感謝函通常長度不需太長，主要包括三個部份：

- 開宗明義即表達感謝
- 提到較具體的感謝內容，若因收到禮物而表達感謝的話，則可以說明你會如何善用這分禮物。
- 最後再次感謝，並表達祝福。

下列是一封感謝朋友在旅行期間所提供的協助：

Dear Joyce,

I wanted to thank you for the help and generosity you gave me during my stay in Taipei. I do not think I would have found all those great places without you. The rest of my trip went well, but I enjoyed Taiwan the most. Thanks again for all the great memories!

Your friend always,

*Mary*

下列是一封感謝教授幫忙撰寫申請研究所獎學金的推薦函。

September 12, 2009

Dear Prof. Burns,

For the past two years, it has been an honor to be taught by such an intelligent , caring , and humorous professor as you . I want to give you my heartfelt thanks for writing a letter of recommendation for me when I applied to graduate school. Had it not been for your kind words , I am certain that I would never have landed the scholarship at Boston University .

I will always hold dear all of your teachings and will do my best to put the knowledge you passed on to me to good use . You have had a profound impact on my life , and I hope to make you proud .

Sincerely,

*John Wang*

以下介紹一些常用的感謝語：

- Thank you for the hospitality during my visit to California.  
在加州期間承蒙你的招待了。
- I would like to express my sincere appreciation to Ms. Jones.  
我想向瓊斯小姐表示真摯的感謝之意。
- It was a pleasure/privilege/honor for me to meet you and your family.  
能見到您與您的家人我感到十分榮幸。

- It was very nice/kind/thoughtful of you to send us Christmas gifts.  
感謝你這麼體貼地送我們聖誕禮物。
- It has been an honor to have you at our school as a guest speaker.  
很榮幸邀請您來我們學校演講。
- It was a great pleasure to have visited your beautiful university.  
很榮幸來參觀這所美麗的大學。
- I want(ed) to give you my heartfelt thanks for taking care of my  
pets while I was in the hospital.  
我衷心感謝您在我住院期間照顧我的寵物。
- I want(ed) to take this opportunity to thank you for all of the  
kindness you have shown me.  
我想藉此機會感謝您對我的親切熱誠。
- I will forever cherish the time we spent together.  
我會永遠珍惜我們在一起的時光。
- I have always cherished the love and companionship that you give  
me.  
我一直都珍惜你對我的愛與情誼。
- I value our friendship so dearly that I would never let anything come  
between us.  
我非常珍惜我們的友情，決不會讓任何事破壞我們的感情。
- I will always hold dear the good advice that you gave me.  
我會永遠將你的忠告銘記在心。
- I feel blessed to know such great people as you.  
認識你這樣的好人我深感福氣。

## 動手寫寫看

Part I. Tom 生日收到 Polly 姑媽贈送的網球拍，他想寫一封感謝函給姑媽，請幫他完成下面的句子：

Sept.9, 2009

Dear Aunt Polly,

❶ 謝謝您這麼體貼送我網球拍作為生日禮物

❷ 我一直想要一支新的網球拍。Actually, I am going to Japan next month for a tennis competition. I will bring the racket and hopefully it will bring me good luck! Again, thank you for the thoughtful gift.

Best wishes,

Tom

- ❶ \_\_\_\_\_
- ❷ \_\_\_\_\_

Part II. Jenny 寫了一封感謝函給寄宿家庭的 Benson 夫婦，感謝他們在她到英國當交換學生時的照顧。請根據下列的中文提示，完成這一封感謝函。

November 20, 2009

Dear Mr. and Mrs. Benson,

❶ 我想感謝您們在我到英國當交換學生時的熱情款待(wonderful hospitality)。You made me feel so comfortable in a foreign country。

❷ 我很榮幸能認識您們兩位，and everything you did for me was very helpful。❸ 我會永遠珍惜待在那裡那段時光，and I value all of the little

things that you taught me about the English language and western

culture。You helped me appreciate your beautiful country，and ❹ 希望將來有機會再回去探望您們。

Very truly yours,  
Joyce Chan

- ❶ \_\_\_\_\_
- ❷ \_\_\_\_\_
- ❸ \_\_\_\_\_
- ❹ \_\_\_\_\_

## VI. 求職信

求職信通常附在履歷表之前，其目的在於自我推銷，通常是雇主在進一步審閱履歷表之前，了解求職者目的與其目標職位的簡要說明。如何能在幾個段落中讓雇主了解求職者的目標與專業優勢，並適度展現個人特質，往往就是求職成功的第一步。

### ❶ 基本格式及架構

求職信為英文書信的一種，無論是傳統的書信或是透過電子郵件，內容主要包括下列幾點：

- 開頭敬語：  
若知道應徵公司主管的姓名，可用 Dear 加上稱謂與姓氏，如 Dear Mr. Robinson。若不知姓名，可寫成 Attention：Hiring Manager。
- 第一段：撰寫求職信的原因與動機  
無論是因看到求職廣告、透過朋友介紹、或是主動投遞詢問職缺，都應該要在開頭表明從何處得到招聘的訊息，並表達對這分職務的興趣。



- 第二段：個人優勢
  - ① 明確點出自己的能力與優勢，針對招聘的條件說明自己的能力。
  - ② 表達學經歷與工作能力之間的關連性。
  - ③ 強調正面的個人特質或突顯個人發展優勢。
  - ④ 剛畢業的新鮮人可將重點放在學業成績或課外活動的成就，若有打工、兼職經驗也可列出。
  
- 第三段：後續行動與致謝
 

寫明連絡方式以方便預約面試，也可以積極表明會親自在某時間致電詢問適合的面試時間，並確實去電。
  
- 結尾敬語：
 

可用 Sincerely、Sincerely yours、Regards 或 Best regards 等。
  
- 署名欄與附件：
 

署名後，必須加上方便雇主約時間的連絡方式，包括 e-mail、地址與電話。其他個人資料可隨信附上。
  
- ② 以電子郵件來寄求職信，必須注意下列事項：
  - ✓ 信件主旨可突顯個人特質：主旨欄勿空白，英加上應徵職稱。例如：  
application for the Assistant to the General Manager position
  - ✓ 長度適中：約三，四段，一百五十字左右，最好不要超過電腦螢幕的長度。
  - ✓ 善用關鍵字詞：描述自己的專業技能時，可善用名詞片語，例如：  
organizational skills(組織協調能力)、ability to communicate and negotiate(溝通協調能力)、research ability(研究能力)。如此一來，公司若直接在人才資料庫以關鍵字搜尋相關技能的人才時，就會找到你。
  - ✓ 使用純文字模式：許多郵件軟體具有讓信見刊起來花俏的功能，如變換字型、顏色或背景等，但在求職信上你只需用白底黑字的純文字模式，字型則建議使用 10 級或 12 級的 Arial、Times New Roman。
  - ✓ 傳送前先檢查：寄出前記得先確定內容沒有任何文法或拼字的錯誤。更謹慎的作法是先讓英文能力好的朋友檢查你的求職信，幫忙確認是否有問題。

## 求職信架構說明：

開頭敬語

Dear Mr. Swanson,

表明投遞  
求職信原  
因與求職  
意願

This letter is in response to the job advertisement for a software programmer in the Seattle Post. I have been writing software programs ever since I became fascinated with computers as a teenager, and I am very interested in the position.

展現個人  
優勢

For over ten years, I have kept up with the latest computer innovations out of a professional as well as a personal interest. I am very familiar with the products the International Technology Company has produced and would enjoy helping your company create new products and polish existing ones. I have many successes that I am proud of, some of which are listed on my attached resume.

後續行動  
與預約面  
談

I will telephone you early next week to see if we can arrange a time to meet. Feel free to call or e-mail me any time that is convenient for you. I look forward to hearing from you soon.

結尾敬語

Sincerely yours,

個人連絡  
方式

Stuart Cromwell  
stuartcromwell55@gmail.com  
145 Maple Street  
Seattle, Washington 98102  
(915)555-1212

附件項目

Attachment : Cromwell resume.doc

### ③ 新鮮人求職信範例

下面是一封甫自學校畢業的社會新鮮人所寫的求職信。

Rita Fairweather  
No.6, Ming Chuan South Road  
Chiayi City 600

September 6, 2009

Ms. Christine Wei  
LiveFarm, Inc  
No.32, Bade Road, Section 3  
Taipei City 105

Dear Ms. Wei,

I am just the person you are looking for to fill the position of Assistant to the General Manager, advertised in yesterday's Jobs Daily. Having recently graduated from Biz College with a degree in Business Administration, and being a highly organized individual, I have all the requirements you are seeking。

To support myself while earning a degree in Business Administration, I worked as a secretary for a relocation company。I was commended on my organizational skills and the improved filing system。

Although I do not have a lot of experience with Blue software, I am quickly becoming proficient。In fact, I am enrolled in a training course, and I am confident I will be up to speed in no time。I am also happy to undergo any training the company offers。

If you need any more information , please do not hesitate to contact me .

Yours sincerely ,

Rita Fairweather  
Rita Fairweather  
04-2589-5065

#### ④ 老鳥求職信範例'

下面則是一封已有工作經驗的人寫的求職信(省略信頭和地址)。

Dear Mr. Jackson,

To succeed in the fast-paced and highly competitive tech industry , a company requires a dynamic sales leader ; I can give your company that edge . I am the ideal candidate for the position of Sales Manager , advertised in this morning's Weekly Gazette .

As you will see from my resume enclosed , I have experience in both sales and management , and I have all the qualifications you require . As sales supervisor for Plusall Technologies , I maintained an exceptional sales record , with earnings roughly 20 percent above the industry average . As manager of Headway Corporation's marketing department , I developed the company's most aggressive and successful marketing campaign to date . With my MBA in Sales and Marketing , I have much to bring to the position . MacTech products are known for outstanding quality ; I can bring that to your sales department .

Please feel free to contact me should you require any additional information 。 I look forward to hearing from you 。

Best regards ,

Jim Bob McNobbit

Jim Bob McNobbit

212-555-0011

求職信中常用的句型：

表示自己適合該份工作

- I am confident that I meet your requirements for the job  
我有信心我符合你們這份工作的需求。
- I have the qualifications suitable for this position  
我具有適合這份工作的資格。
- I have no doubt that my experience would be a benefit to your company.  
我毫不懷疑我的經驗能替你們公司帶來好處。

### 說明自己的學歷

- My major in college was Public Relations.  
我大學是主修公共關係。
- I graduated from the Economic Management College of Live University  
我畢業於 Live 大學經濟管理學院。
- After college, I studied Spanish for six month in Madrid.  
大學畢業後，我在馬德里讀了六個月的西班牙文。
- I was on the honor roll for the last four semesters I was in school.  
我在學校最後四個學期都得到榮譽獎。

### 說明自己的經歷

- For the last three years I have been employed as a sales assistant at ABC Trade Company.  
過去三年我受雇於 ABC 貿易公司擔任業務助理。
- Below is a list of my accomplishments at Montgomery Software, Inc.  
以下是我在蒙哥馬利軟體公司的一些成就。
- I served as coordinator on several projects.  
我在許多企劃案上擔任協調人。
- I developed several programs that were adopted for general use by the company.  
我開發出好幾個程式，被公司廣泛地採用。

### 請對方與你聯絡

- I would love to hear from you at your earliest convenience.  
請您在最方便的時候與我回覆。
- I look forward to hearing from you,  
期待您的回覆。
- If you need any more information, please do not hesitate to contact me  
如果你需要更多的資訊，請儘管與我連絡。
- Please feel free to contact me should you require additional information  
如果你需要其他資料的話請隨時與我連絡。

## 動手寫寫看

Part I. 請依照將中文提示將下列句子翻成順暢的英文

Dear Ms. Tailor

- ❶ 本人因看到 Jobs.com 網站上刊登貴公司徵求業務人員的求職廣告而投遞此求職信。The ad states that you want aggressive self-starters, and that is exactly what I am .
- ❷ 在我過去曾任值的三個業務職位中，I was consistently one of the top performers in total monthly sales. ❸ 我有熱忱向客戶解說(educate)產品, showing them how it can benefit them, and closing sales. If this is what you are looking for, then I am the right person for the job. My resume lists the details of my sales success.
- ❹ 我會在幾天內致電給您安排會面時間。❺ 請隨時打手機給我或以 e-mail 通知 if you would like to arrange a time to meet. Thank you so much for your time.

Sincerely yours,

Nancy Pearson

nancyp@crystallin.com

157 Atlantic Ave.

Cherry Hill, NJ 08094

(614) 555-1212

Attachment : N Pearson resume.doc

- ① \_\_\_\_\_
- ② \_\_\_\_\_
- ③ \_\_\_\_\_
- ④ \_\_\_\_\_

Part II. 請將下列中文翻譯為通順的英文

1. 我五年前畢業於 Plusall 大學的經濟系。

\_\_\_\_\_

2. 過去兩年我在 XYZ 電腦公司擔任秘書。

\_\_\_\_\_

3. 我認為我有資格擔任這個職務。

\_\_\_\_\_

4. 若你需要任何資料，請儘速聯絡我。

\_\_\_\_\_

5. 我期待親自與你面談。

\_\_\_\_\_