

《2025年6月四级作文范文带翻译1：自荐信》

在大学英语四级考试中，写作占试卷总分的15%，满分106.5分。除了阅读之外，英语四级作文也是非常重要的。想要提升写作成绩，每天至少要坚持写一篇英语作文，下面是我们整理好的四级作文范文。

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Dear Sir or Madam,

I am writing this letter to express my keen interest in the position of assistant manager that your company recently advertised in the local newspaper. With a solid educational background and relevant work experience, I believe I am well-qualified for this role.

During my college years, I majored in business management and excelled in all courses, which equipped me with a comprehensive understanding of management theories and practices. Additionally, I have worked as an assistant in a marketing department for two years, where I honed my skills in communication, teamwork, and problem-solving.

I am confident in my ability to contribute to your company's success. I am eager to learn, dedicated to my work, and capable of handling pressure. I am convinced that my academic background and professional experience make me an ideal candidate for the position.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your company in person.

Yours sincerely,

Li Ming

尊敬的先生或女士，

我写这封信是为了表达我对于贵公司最近在本地报纸上广告的经理助理职位的浓厚兴趣。凭借我扎实的教育背景和相关的工作经验，我相信我非常适合这个职位。

在大学期间，我主修商业管理，并在所有课程中表现出色，这让我对管理理论和实践有了全面的理解。此外，我在一家市场营销部门担任助理工作了两年，在那里我磨练了我的沟通、团队合作和解决问题的技能。

我有信心为贵公司的成功做出贡献。我渴望学习，对工作认真负责，能够应对压力。



我相信我的学术背景和专业经验使我成为这个职位的理想人选。

感谢您考虑我的申请。我期待着有机会亲自讨论我如何能为贵公司做出贡献。

此致，

李明

