



[Forum: Writing Correction](#) (ä¿®æ”è±æ-†ä½œæ-†,è†â,³,â±æ-,ä¿ä»¶)

Topic: è<±æ-‡å±¥æ-·è^‡ç⁻,,ä³⁄<

Subject: è<±æ-‡å±¥æ-·è^‡ç⁻,„ä³⁄<

Posted by: 123

Posted on: 2007/2/22 11:27:53

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C.Væ"curriculum

[illegible]

2. Cover Letteræ'°å-«

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Dear Mr. Lee:

Having heard that the situation of a cashier in your office is vacant. I wish to offer my service for it.

I am 25 years of age, and have worked for fifteen months in a similar position for ABC Co., Ltd., Taipei. I left them solely because they made a reduction in their establishment.

I hope to have the pleasure of your granting me an interview.

Very truly yours,
Gary Chen.

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Dear Sir:

I have learned from a friend that there is a vacancy in the YK Grammer School, and I wish to apply for the position.

I graduated from Harvard in 1982. For the last three years I have been teaching chemistry at Chung-wha High School, in Taichung city. I am also permitted to refer to Professor John Powell, of the Education Department at the Taipei Normal College.

I should welcome a personal interview at your convenience and enclosing a brief personal history.

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*AUTOBIOGRAPHY

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*REFERENCES

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http://schoolasp.104.com.tw/channel02_4.htm