

介绍信英语作文模板|英语作文介绍信3篇

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ECMS帝国之家，为帝国cms加油！

英语作文介绍信是不是不知道怎么去表达，去写作呢？下面是小编搜集整理的英语作文介绍信，欢迎阅读，更多资讯尽在介绍信栏目！

英语作文介绍信范文1

Dear Mrs. Miller ,

Im writing to introduce to you Mr. Wang , one of my high school classmates in Beijing. He is presently working for Lenovo Technologies and is going to be transferred to its branch in your city next month.

Since this will be the first time for him to work in a foreign country , he will possibly be faced with many problems , and especially the housing problem. He hopes to obtain your guidance and help in finding a good apartment to live. Youve been living there for more than 10 years , so you are surely familiar with things there. If you can kindly help find rental quarters for her , Ill be very grateful.

Thanks for your due attention to this letter and hope to receive your reply soon. Many thanks to the trouble you will have to take for Mr. Johnson.

Yours sincerely ,

Zhang Hua

英语作文介绍信范文2

Dear Judy,

Im writing the letter for the purpose of introducing to your Li Ming, one of my best colleagues.

Presently he is studying in Si Chuang University. He will graduate in July and go to America for further study. As it will be the first time for him to study aboard, he will most likely encounter a variety of difficulties. Therefore, he hoped to enjoy your guidance in some ways. I would be most grateful if you could kindly offer help.

Thanks a lot for paying due attention to the letter. Im looking forward to your reply.

Yours truly,

Li Ming

英语作文介绍信范文3

Good morning, my name is jack, it is really a great honor to have this opportunity for a interview, i would like to answer whatever you may raise, and i hope i can make a good performance today, eventually enroll in this prestigious university in september. now i will introduce myself briefly,i am 21 years old,born in heilongjiang province ,northeast of china,and i am currurently a senior student at beijing XX uni.my major is packaging engineering.and i will receive my bachelor degree after my graduation in june.in the past 4 years,i spend most of my time on study,i have passed CET4/6 with a ease. and i have acquired basic knowledge of packaging and publishing both in theory and in practice. besides, i have attend

several packaging exhibition hold in Beijing, this is our advantage study here, i have taken a tour to some big factory and company. through these i have a deeply understanding of domestic packaging industry. compared to developed countries such as us, unfortunately, although we have made extraordinary progress since 1978,our packaging industry are still underdeveloped, mess, unstable, the situation of employees in this field are awkward. but i have full confidence in a bright future if only our economy can keep the growth pace still. i guess you maybe interested in the reason itch to law, and what is my plan during graduate study life, i would like to tell you that pursue law is one of my lifelong goal,i like my major packaging and i wont give up,if i can pursue my master degree here i will combine law with my former education. i will work hard in thesefields ,patent ,trademark, copyright, on the base of my years study in department of pp, my character? i cannot describe it well, but i know i am optimistic and confident. sometimes i prefer to stay alone, reading, listening to music, but i am not lonely, i like to chat with my classmates, almost talk everything ,my favorite pastime is valleyball,playing cards or surf online. through college life,i learn how to balance between study and entertainment. by the way, i was a actor of our amazing drama club. i had a few glorious memory on stage. that is my pride.

必背模版句型

I am writing to introduce Gao Jian , one of my college classmates in Beijing.

我写信是要介绍我在北京时的大学同学高建。

Please allow me to introduce one of my best friends to you.

请允许我向您介绍我最好的朋友。

I am very glad to have this chance to write to you

很高兴能有这次机会给您写信

The bearer of this is Mr. Zhang whom I personally know to be a most deserving person for your position.

这里介绍的张先生，我个人认为是这个位置最好的人选。

take pleasure in introducing to you the bearer Mr. Huang.

很高兴能向您介绍黄先生。

Thanks for your attention and hope to receive your reply.

谢谢您的关注，希望能收到你的回复。

It would be appreciated if you can give her some help.

如能蒙您帮忙将不胜感激。

I would be most grateful if you could lend due attention to this letter and contact me at

如您能对此信给予一定的关注并用和我联系，我将非常感谢。

In addition , I want to express my sincere thanks for your attention.

另外，真诚的感谢您的关注。

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