# 英语作文写信格式模板范文翻译(63篇)

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*英语作文写信格式模板范文翻译1爱一个人是什么感觉？是快乐？是难过？What is it like to love someone? Is it happiness? Is it sad?但在我的感觉里都不是，爱一个人的感觉是五彩的，是一言难...*

**英语作文写信格式模板范文翻译1**

爱一个人是什么感觉？是快乐？是难过？

What is it like to love someone? Is it happiness? Is it sad?

但在我的感觉里都不是，爱一个人的感觉是五彩的，是一言难尽的，是你开心我就开心，你悲伤我就难过。现在我发现我爱上了你，我爱上了一个我不能爱的`人。

But in my feelings are not, love a person\'s feeling is colorful, is inexhaustible, is you happy I am happy, you sad I am sad. Now I find that I love you, I love someone I can\'t love.

但没关系，因为我爱你很开心！

But it doesn\'t matter, because I love you very happy!

**英语作文写信格式模板范文翻译2**

求助信

【写作要求】

假设你是李华，你的美国朋友Tom上个月来到北京学习。七月份你将去北京参加暑期中学生英语演讲比赛  (speech contest)，你在资料搜集、语言运用等方面遇到了困难。请根据以下要点给Tom写一封电子邮件：

1.询问Tom的生活和学习情况；

2.谈谈你的困难并请Tom帮忙；

3.告诉Tom你打算赛后去看他。

注意:

1.词数:120—150；

2.可适当增加细节，以使行文连贯。

【优秀范文】

Dear  Tom，

How  is it going these days? I keep wondering how you feel about your school life in  Beijing. Have you got used to the life in China? Are you enjoying your life? I  hope you are.

Let  me tell you a piece of good news: I’m going to take part in an English speech  contest of middle school students in July in the coming summer vacation. So I’m  busy preparing for it. But now I have some difficulty in collecting useful  information and using proper English word to express my thoughts. Besides, I  really want to improve my spoken English, especially the pronunciation and  intonation（语调）. Of course, as a native English speaker, you can give me some  suggestions.

In  addition, I’m going to visit you after the contest. I’m sure we will have a  wonderful time together in Beijing! I can hardly wait to see you! I am looking  forward to your early reply.

Yours,

Li  Hua

英语书信范文2

建议信

【写作要求】

假定你是李华，你所喜爱的Global  Mirror周报创刊五周年之际征集读者意见．请你依据以下内容给主编写封信，内容主要包括： 1．说明你是该报的忠实读者

2．赞赏该报优点：1)兼顾国内外新闻  2)介绍名人成功故事

3．提出建议：  刊登指导英语学习的文章

注意：1．词数100左右，开头语己为你写好；

2.可以适当增加细节，以使行文连贯。

【优秀范文】

Dear  Editor-in-Chief,

Congratulations  on the 5th anniversary of Global Mirror!

I’m  a regular reader of your newspaper. I like it so much that I hardly miss any  copy.

There  are many advantages of Global Mirror. Firstly, Global Mirror covers both  national and international news. By simply turning the pages, I can know all  important things that have happened both home and abroad. Besides, the success  stories of world-famous people are also attractive to me, which help me learn a  lot from them. In a word, thanks to Global Mirror, we are well-informed and keep  up with the changing world.

As  a young student, I wish that I can be a master of English language. Therefore, I  suggest that Global Mirror provide articles about English learning for  us.

Finally,  I hope that Global Mirror will become more and more popular. Thank you for your  time!

Sincerely  yours,

Li  Hua

英语书信范文3

感谢信范文

20  June 20\_\_

Dear  Mr. Seaton，

Thank you very much for taking me with you on that splendid outing  to London. It was the first time that I had seen the Tower or any of the other  famous sights. If I\'d gone alone, I couldn\'t have seen nearly as much, because I  wouldn\'t have known my way about. The weather was splendid on that day, which I  thought was rare.

I  still remember some people told me that in Britain there was weather and no  climate. During the same day, it might snow in the morning, rain at noon, shine  in the afternoon and be windy before the night falls. So I think I was  lucky.

I  think the river trip was the best thing of all. London really came alive for me  as we saw it from the Thames during that wonderful journey down to Greenwich. It  was all tremendously exciting - a day that I shall never forget.

Thank  you for giving me such a great birthday treat.

Yours  sincerely,

Linda  Chen

英语书信范文4

Dear  Jim，

I‘d  like to tell you that I‘ve been a senior high school student now.

At  the sight of my new school，I found it so wonderful that I can‘t describe it with  all my are many trees，bright rooms，as well as a large  addition，I‘ve met a lot of new friends，who are very friendly to  ，I‘ve taken my first English class in senior high school teacher  is not only knowledgeable but also a little interesting，which made me rather  excited.

At  the end of the day，I felt a little tired but more than happy，for I‘ve met so  many interesting classmates.

Best  wishes to you！

yours，

\_\_\_\_

英语书信范文5

【写作要求】

假设你是晨光中学的高中生李华。你校拟选拔一些优秀学生，利用暑期到晨曦希望小学为学生辅导英语。你希望参加此活动。请根据以下提示，用英语给校评选组写一封申请信：

1.  对此活动的认识（如对本人、学生及社会的益处等）

2.  个人优势（如性格、独立生活能力、语言能力等）

3.  你的计划（如怎样进行辅导等）

注意：1.  词数不少于100；

2.  可适当加入细节，以使内容充实、行文连贯；

3.  信的开头和结尾已给出，不计入词数。

参考词汇：晨曦希望小学Chenxi  Hope School

【优秀范文】

Dear  Sir or Madam,

I’m  Li Hua from Class One, Senior Two. As far as I am concerned, I believe to teach  English for pupils from Chen Xi Hope School will be good for both the  primary-school students and high-school student tutor, which thus will result in  substantial social benefits.

I  think I am qualified for being the pupils’ English coach, because I have good  character, being independent in life and proficient in English. That’s why I  apply for the position; I hope I can join the instructive activity.

My  plan for coaching the pupils is to teach them by listening, speaking, reading  and writing. What’s more important is to stimulate their interests in learning  English as a foreign language, creating a good learning environment. I hope you  can offer the opportunity.

Yours  sincerely,

Li  Hua

**英语作文写信格式模板范文翻译3**

Dear Bill,

What shocking news to me when I was told by Mr. Lewis that you could not pass the entrance examination. This means you have to wait for another year to attend the next entrance examination. I quite understand how you feel now. Still you have many more chances to try. So I hope that you will not take this to heart, and will get ready to try again. I am sure you will easily succeed nexttime.

Yours,

Elizabeth

[译文]

亲爱的比尔：

我在刘易斯先生那里获悉你入学考试落榜，深感惋惜。这意味着你要等待明年再考了。我很能理解你目前的心境。但你仍有很多机会，所以希望你别太往心里去，做好下次考试的准备。我深信你明年一定能获得成功。

伊丽莎白

**英语作文写信格式模板范文翻译4**

Dear Lucy,

I am so glad to receive your letter and happy to know that you have a pleasant holiday. Please send my sincere wishes to your parents. I have a happy holiday just like you do. This holiday, I visited to Guangzhou with my parents. Guangzhou, also known as the Flower City, there are many flowers along the both sides of streets. It’s very beautiful. Besides, the environment is clean and the climate is comfortable. There are many skyscrapers in Guangzhou, especially in the downtown. We visited to many tourist attractions. They are all worth visiting. I hope you can visit there personally one day. You must like it.

Best wishes.

Sincerely yours,

Alva

亲爱的露西：

很高兴收到的你来信，并得知你度过了一个愉快的假期。请代我向你的父母送上最真诚的祝福。我也和你一样，度过了一个开心的假期。假期期间，我和我的爸爸妈妈到XX旅游了。XX，又名花城，在街道两旁有许多美丽的鲜花。另外，那里的环境很干净，气候很舒适。XX有许多高楼大厦，特别是市中心那里。我们去了很多景点，都很好玩，值得一去。希望你有一天能亲自去看看，你一定会喜欢那里的。

**英语作文写信格式模板范文翻译5**

①.开头的话一般除了 DEAR 还有别的什么么？ 结尾的话 yours / yours sincerely 。

③.马上要给寄宿家庭寄第一封信了 求翻译 要人工翻译的不要机器 顺便提出一下。

④.根据你和你朋友的亲密度，可以用不同的开头方式，不一定非要拘泥于英文固有开口格式 如果是非常熟悉关系感觉像朋友的人，可以直接用 Hi \*\*\*，开头， \*\*\*是名字（一般不用姓），第一个字母大些，Hi后面不带逗号只有空格。

⑤.英文书信不论是商业信、社交信或朋友间的通信，依据习惯，大体都有六部分组成。。 所谓并列式是指信头各行开头上下排列整齐。而所谓斜列式是下一行开头较上一行的。

**英语作文写信格式模板范文翻译6**

Dear Mr. Burney, I am writing to inform you of the receipt of the goods. In September, we received your vest shipment.

The invoice is not available. We are glad that they are delivered so quickly. They are selling well.

If we really need additional orders, we will inform you, Kurt clothing company.

中文翻译：

亲爱的伯恩西先生，写信告知你方收货事宜。9月份，我们收到了你方装运的马甲，发票没有，我们很高兴它们交货这么快，它们卖得很好，如果我们真的需要额外的订单，我们一定会通知你方的，库尔特服装公司。

**英语作文写信格式模板范文翻译7**

i like the chinese new year better than any other festival. this is a time especially for rest and joy. i need not study. i wear good clothes and eat good food. i have a good time from morning till night. i am as happy as a king.

我喜欢中国新年比喜欢其它任何节日更甚.这是一个专为休息和欢乐的时光.我不需要读书.我穿好衣服,吃好东西.我每一天从早到晚日子过得简单愉快.我和上帝一样快乐.

**英语作文写信格式模板范文翻译8**

Dear parents, I am very happy to write to you now, I live very well now, so don\'t worry about my life. How do you protect your mother\'s body, don\'t overwork for your father, do housework too hard, don\'t make your mother angry. Take good care of your mother every day.

I have a rule in my life. I am very healthy now and I will study hard. I have a new teacher.

Her name is very cool With her help, I have learned a lot. Please write to your son, prime minister, as soon as possible.

中文翻译：

亲爱的父母，我现在很高兴给你写信，我现在生活得很好，所以不用担心我的生活你是怎么为妈妈保护身体的，不要为爸爸操劳过度辛苦的做家务，不要让妈妈生气每天照顾好妈妈我的生活有一个规则我现在很健康我会努力学习我有一个新来的老师，她的名字很酷，在她的帮助下，我学到了很多进步请尽快写信给你的儿子，总理。

**英语作文写信格式模板范文翻译9**

If you have lost your credit card, please write to the bank manager, stating where and how you lost it, and any other relevant details. Ask the manager to cancel the old card and send you a new one, dear sir. I am writing to confirm the loss of my credit card.

I will call your office earlier today, Kenny Gao. The details of my credit card are as follows. This is a card with K The credit card number is from the expiration date of this card to yesterday (about: in the morning of September, the only time I used the card that day was to buy a pair of sports shoes at carriver, Jinqiao Road.

I left the card at the cashier, but the clerk there couldn\'t find the card Kenny Gao, please cancel my card immediately and make necessary arrangements to issue a new card for me. I can contact you through the following address: wuxiangfang, Huashan Road. If you want to call me, this is my phone number: Thank you for your help.

I am looking forward to your faithful reply, Kenny Gao.

中文翻译：

您的信用卡丢了，请写信给银行经理，说明您丢失的地点和方式，以及任何其他相关细节，请经理取消旧卡，并给您寄一张新的，亲爱的先生，我写此信是为了确认我的信用卡丢失我今天早些时候打电话给你的办公室肯尼.高.我的信用卡的详细信息如下.这是一张以Kenny Gao名义的万事达信用卡.信用卡号码是我从这张卡的有效期到昨天（xx月的大约：早上我唯一一次使用当天的卡是在金桥路卡里弗买一双运动鞋，我把卡忘在收银台了，但是那里的店员找不到卡片Kenny Gao请您立即取消我的卡，并作出必要的安排为我补办一张新卡，我可以通过以下地址联系：华山路无巷房，如果您想打电话给我，这是我的电话号码：谢谢您的帮助，我期待着您忠实的回信，Kenny Gao。

**英语作文写信格式模板范文翻译10**

亲爱的朋友，

Hello, I m your new friend. My name is [ename]Bob[/ename]. I m fifteen. I m American. I live in New York.

你好，我是你的\'新朋友。我的名字叫鲍勃，我十五岁，是美国人，我住在纽约。

I am a middle school student. I m good at maths. It is very interesting. My favourite sport is basketball. And I am not only a basketball fan but also a good player. I like music. My friend and I often sing pop songs together.

我是一个初中生，我擅长数学，它很有趣。我最喜欢的运动是篮球，我不仅仅是一个篮球迷，也是一个很好的选手。我喜欢音乐，我经常跟我的朋友一起唱流行歌曲。

After school, I am interested in getting on-line. I have known a lot about China from the Internet. Now I am learning Chinese. I hope I will visit your country one day.

Please write to me and tell me something about your life. I am looking forward to hearing from you.

请给我回信说说你的生活吧，我期待着你的来信。

Yours,

你的，

Bob

点评：仔细审题，了解Bob想知道你哪方面的情况，要有针对性地回信，注意写回信的格式。

**英语作文写信格式模板范文翻译11**

Dear David：

Im glad youll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. Its difficult for you because its quite different from English. You have to remember as many Chinese words as possible. Its also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. Im sure youll learn Chinese well.

Hope to see you soon in Beijing.

Yours,

亲爱的大卫：

我很高兴你能来北京学中文。汉语非常有用，许多外国人现在正在学习汉语。它对你来说很困难，因为它与英语有很大的不同。你必须记住尽可能多的中文单词。阅读和写作也很重要。你可以看电视，听收音机练习听力。尽最大努力与中国人交谈。你不仅可以从书本上学到汉语，还可以从你身边的人那里学汉语。如果你有什么问题，请问我。我肯定你会学好中文的。

希望不久能在北京见到你。

你的，

**英语作文写信格式模板范文翻译12**

Good morning ladies and gentlemen, it’s great honor for me to do my brief introduction here. Now, I’ll introduce myself from the following three aspects: education, abilities,and work expectation.

My education comes first: there are two parts, my majority and activities I have attended. I graduated from XXX University majored in English. During past four years, I studied my major hard, and tried my best to improve my professional ability. With my perseverance, my grades of these four years were among the best of my classmates, and finally, graduated successfully. For the activities I have attended were: the volunteer activity in which we helped old people and children; the university sports games in which I attended running competition, and the most interesting activity was the movie dubbing competition. In these activities, I have learned the spirits of cooperation and teamwork, and experienced the happiness of helping others.

Next part is the abilities I have got, for English, I have passed TEM4, TEM8 and GRE, and my English listening, speaking, reading, writing abilities have been practiced in my daily study. For computer, I have passed the computer grade one and two test, and got the certificate of NPAP, that’s to say I have got the ability of using WPS and other skills about computer. And during my university, I have learned the curriculum of Business English listening and speaking, business English translation etc, so I have got the basic ability of business English.

Finally, about my career expectation. I love my major, and I want to improve my English ability, so I want to get a job which I can use my majority. Meanwhile, I hope the team will become better with my attending, that’s to say I hope I can do some contribution for my work. I hope you can give me this opportunity of working here and be one of member of ’s my introduction, thank you a lot.

早上好，很荣幸站在着这里做自我介绍。我将从我的学历、能力和工作期望三方面进行陈述。

首先，我将从我的专业和参加的活动两方面介绍我的学历。我毕业于XXX大学英语专业，通过不懈努力，大学四年的成绩一直名列前茅并顺利毕业。关于我参加的活动，我参加了志愿者活动帮助老人和孩子，参加大学生运动会赛跑比赛，以及最有趣的.外语电影配音大赛，从这些活动中我学习到了合作精神和团队精神，体会了帮助他人的愉悦。

下面是我获得的一些能力，英语方面，通过了英语专业四级和专业八级考试以及GRE考试，计算机方面，通过了计算机一级二级考试，以及全国高新专业人才证书，也就是说，我在计算机文档表格等方面已熟练掌握，并且对计算机方面技术已经掌握。大学期间已主修了商务英语翻译、商务英语视听说等课程，所以，对商务英语方面也有一些了解。

最后，关于我的求职期望，我喜欢我的专业，所以我想找这方面的工作，锻炼自我，提高能力，希望您能给我这个机会，奉献我的能力并成为其中一员，谢谢。

**英语作文写信格式模板范文翻译13**

I\'m glad to know that you will come to China and would like to let you know the difference in weather between the United States and China. In China, winter is very cold, sometimes it snows, the weather is very hot, rarely rain, when it rains, it will rain heavily. Bring winter clothes to prepare for winter, the diet may be different, I hope you know how to use chopsticks now, if you can bring me a map of the United States, I will be very excited.

中文翻译：

我很高兴知道你会来中国，并想让你了解和中国在天气方面的不同。在中国，冬天很冷，有时会下雪，天气很热，很少下雨，下雨的时候会下大雨，带上冬衣准备过冬，饮食可能不同，希望你现在知道如何使用筷子，如果你能给我带来一张地图，我将不胜感激。

**英语作文写信格式模板范文翻译14**

Dear \_\_\_\_:

l am glad to help you,As for how to study is my way.

You said that you can\'t remember words ,I think you can make word cards to renmember \'s easy to syudy grammer too,You can take notes and ask teacher for help .It\'s very important to handn up in class . It can help you not very shy to have a conversation with make sure to try your best ,you can do every thing you says:“the habit is the best teacher ”so,you must let English to become your habit and must work hard.

I hope my advice will be of some help.

Yours,

**英语作文写信格式模板范文翻译15**

I\'m very glad to join in the ，let me introduce myself to name is Lin YA Qian，I\'m 20 years old，I come from Zhe Jiang，and I\'m an outgoing girl，I like philosophy and yes，I hope that I can do something for the Beijing you give me the great chance，I won\'t let you ，that\'s hope that you are satisfied with me，thank you!

>翻译：

**英语作文写信格式模板范文翻译16**

Dear Mercy,

亲爱的梅斯，

How is everything going! Last time you said you are anxious now because you find it hard to learn English well. Don’t worry. I think you have to improve your English step by step. And I will right behind you. In my view, you should develop you interest on English first. According to my experience, I think watching English movie, listen to some wonderful English songs and talk in English on the Internet would be helpful. Secondly, you have to prepare lessons before class that will help you understand what the teacher says in the class. I know you feel bored in the class, but you have force yourself to be concentrated. A few days later you will feel it a little easy to learn English. The left steps I will tell next time. By the way, we have not seen each other since your family move to Hunan a year ago. Have you ever thought about going back to visit me and learn English together in the coming Summer vacation. Looking forward to your reply.

**英语作文写信格式模板范文翻译17**

Dear Tom,

I just can’t tell you how sorry I was to learn of your accident. Your family tells me that your are progressing nicely, and that you’ll be out of the hospital in about ten days, I’m certainly relieved to know that!

In the next day or so you’ll receive a little package from Margaret and me. I hope you like it, and that it will help to pass the time more pleasantly.

With every good wish for your swift recovery.

Sincerely,

Bob

[译文]

亲爱的汤姆：

知道您受到意外伤害时，我简直难以形容我心中是多么难过。您的家人告诉我，您恢复得很好，再有十天左右的时间就可以出院了。听到这一情况后，我心中感到很宽慰。

在一两天内，您会收到玛格丽特和我寄给您的一小包东西，我希望您喜欢它，并希望它能帮助您更愉快地消遣时光。

衷心祝愿您尽快地恢复健康!

您真诚的

**英语作文写信格式模板范文翻译18**

Dear David,

I＇m glad you＇ll come to Beijing to learn Chinese. Chinese is very useful, and many foreigners are learning it now. It＇s difficult for you because it＇s quite different from English. You have to remember as many Chinese words as possible. It＇s also important to do some reading and writing. You can watch TV and listen to the radio to practise your listening. Do your best to talk with people in Chinese. You can learn Chinese not only from books but also from people around you. If you have any questions, please ask me. I＇m sure you＇ll learn Chinese well.

Hope to see you soon in Beijing.

Yours,

Wang Ming

亲爱的戴维，

我很高兴你会来北京学习中文。汉语是非常有用的，许多外国人都在学习它。这对你来说很难，因为它与英语有很大的不同。你必须记住尽可能多的中国话。做一些阅读和写作也很重要。你可以看电视，听收音机练习你的听力。你最好和中国人交谈。你不仅可以从书本上学习汉语，也可以从你身边的人。如果你有什么问题，请问我。我相信你一定会学好中文的。

希望不久能在北京见到你。

你的，

**英语作文写信格式模板范文翻译19**

Dear friend：

亲爱的朋友：

Hello, I m your new friend. My name is [ename]Bob[/ename]. I m fifteen. I m American. I live in New York.

你好，我是你的新朋友。我的名字叫鲍勃，我十五岁，是美国人，我住在纽约。

I am a middle school student. I m good at maths. It is very interesting. My favourite sport is basketball. And I am not only a basketball fan but also a good player. I like music. My friend and I often sing pop songs together.

我是一个初中生，我擅长数学，它很有趣。我最喜欢的运动是篮球，我不仅仅是一个篮球迷，也是一个很好的选手。我喜欢音乐，我经常跟我的朋友一起唱流行歌曲。

After school, I am interested in getting on-line. I have known a lot about China from the Internet. Now I am learning Chinese. I hope I will visit your country one day.

Please write to me and tell me something about your life. I am looking forward to hearing from you.

请给我回信说说你的生活吧，我期待着你的来信。

Yours,

你的，

**英语作文写信格式模板范文翻译20**

Dear Peter,

I am Li Hua. The photography in my school will hold the international middle school student photo show. Knowing that you are interested in taking pictures, so I am writing to tell you this.

The topic of this show is protecting environment. It will hold on Friday in the morning. If you want to take part in this show, you can send an email to intlphotoshow@. I will appreciate it if you can come to this show. I am looking forward to your reply.

Yours Li Hua

**英语作文写信格式模板范文翻译21**

Dear Mr/Ms,

Thank you for your letter of September shall be very pleased to see you and discuss your new monitor, but October 6 is not suitable. We will be happy to meet with you at 9:30 . on Wednesday, October 7, if the time is convenient for you.

We look forward to meeting you.

Yours faithfully

尊敬的先生/小姐

我们将很高兴与您会面并与您商谈新的显示器，但10月6日不太合适。如方便的话，我们愿在10月7日与您会面。

期待与您见面。

您诚挚的

**英语作文写信格式模板范文翻译22**

yesterday was my birthday, so some of my classmates sent me presents. mother prepared a tea party for me. i invited all of them to e and take part in tea party began at half past six. there were cold drinks and refreshments. we ate,talked and laughed. we felt that we were the happest men in the world.

昨日是我生日,所以有几位我的同班同学送我礼.母亲给我准备一个茶会.我邀请他们都前来参加.茶会下午六点半开始.有冷饮和点心.我们又吃又谈又笑.我们觉得是世界上最快乐的人.

**英语作文写信格式模板范文翻译23**

what a fine day today .i’m very happy in this fine day . beaucse today i don’t have to do my homework and i can play with my good friends .there is lots of snow now ,so we make a sonw man .that’s really intersting .we play with snow to about 6:30 .of couse i must go home now. what a fan day .

多么好的天气阿.在这样的好天气里我十分高兴,因为这天我不用写作业,并且能够和朋友们出去玩.那里此刻有很多雪,所以我们堆了一个雪人.那真的很搞笑.我们玩雪,一向到晚上6：30.当然此刻我务必回家了.多么搞笑的一天啊.

**英语作文写信格式模板范文翻译24**

How are you, I call \*\*.This year is 22 years from XXXX profession is a calculator am one is bright, (www.)optimism, there is the person of fondness for plays basketball, computer, listen to music, etcThankful your company gives me this the opportunity of the personal interview!

你好，我叫\*\*。今年22岁。毕业于\*\*\*\*学院。专业是计算机多媒体。我是一个开朗，乐观，有责任心的人。爱好打篮球，电脑，听音乐等。感谢贵公司给我这次面试的机会!

英语自我介绍经典句子

“I am someone who…”:

“我是一个……”

1、“can adapt to any situation. I thrive in afluctuating environment and I transform unexpected obstacles into stepping stones for achievements.”

1、“可以适应任何环境的人。我可以在变化不定的环境中茁壮成长，并且把那些意外的障碍变为成功的基石。”

2、“consistently innovates to create value. I find opportunities where other people see none: I turn ideas into projects, and projects into serial success.”

2.、“有创新能力的人。我可以在别人不在意的地方发现价值：我可以把想法转化成项目，把项目转化成一连串的成功。”

3、“leads people. I can unite people around a vision and motivate a team to excellence. I expect no more from the others than what I expect from myself.”

3、“有领导能力的人。我可以让人们为了一个共同的目标而奋斗，并且激励一个团队取得成功。我对自己的要求比对别人更严格。”

4、“always has an eye on my target. I endeavour to deliver high-quality work on time, every time. Hiring me is the only real guarantee for results.”

4、“专注于目标的人。每一次我都会及时地提供高质量的服务。雇佣我，你绝对不会后悔的。”

5、“knows this job inside and out. With many years of relevant experience, there is no question whether I will be efficient on the job. I can bring the best practices to the company.”

5、“充分了解这份工作的人。拥有多年相关工作经验的我，毫无疑问将能胜任这份工作。我能为公司带来最好的效益。”

6、“has a high level of motivation to work here. I have studied the entire company history and observed its business strategies. Since I am also a long-time customer, I took the opportunity to write this report with some suggestions for how to improve your services.”

6、“有很强动机在这儿工作的人。我认真研究过公司整个的发展历程，以及商业策略。由于我也是贵公司的忠实顾客，所以我做了这份报告，以期为提高公司的服务做出一份贡献。”

7、“has a pragmatic approach to things. I don’t waste time talking about theory or the latest buzz words of the bullshit bingo. Only one question matters to me: ‘Does it work or not?’”

7、“能实际解决问题的人。我不会花时间空谈理论或者讲些时髦的话。只有一件事情让我关心：‘这可行吗?’”

8、“takes work ethics very seriously. I do what I am paid for, and I do it well.”

8、“非常注重职业操守的人。我做雇主付钱让我做的事，并且做到最好。”

9、“can make decisions rapidly if needed. Everybody can make good decisions with sufficient time and information. The reality of our domain is different. Even with time pressure and high stakes, we need to move forward by taking charge and being decisive. I can do that.”

9、“在需要的情况下，可以快速做决定的人。在给予充分的时间和信息的情况下，每个人都能做出好的决定。但现实世界却不是如此。即使是有压力和风险，我们也必须小心地权衡，做出向前的决定。我能做到。”

10、“is considered to be ‘fun.’ I believe that we are way more productive when we are working with people with which we enjoy spending time. When the situation gets tough with a customer, a touch of humour can save the day.”

10、“一个有趣的人。我相信和喜欢的人一起工作，我们会更有效率。当我们跟顾客有摩擦的时候，幽默感或许能够起到作用，挽救可能会变糟糕的一天。”

英语面试自我介绍忌讳用词

1. generous(宽宏大量的)

肚量是看在旁人眼里的，并不是喊出来的，尤其是不适合从自己的嘴巴里喊出来。真正心胸开阔的人，从不会炫耀，也不会索取别人的称赞。他们就不认为自己的心胸气度如此广阔，因为他们觉得他们还能做得更多。

2. humble(谦恭的)

认为自己很谦虚的人其实并不谦虚，因为真正谦虚的人从不称赞自己谦虚。如果你真要让别人了解自己有多谦虚，就在言语中表现出自己的谦和吧，千万不要直接就说“其实啊，我这个人很谦虚的”。你听到别人这么说，会怎么想?

3. self-disciplined(严格自律的)

自律是好事，但是如果自律过了头，会给别人什么印象?不懂变通，缺乏弹性，死脑筋，不好相处……你身边有没有对待自己特别严格的人?你觉不觉得这样的人太硬不太好相处呢?所以别说自我要求特别严格了，职场不如军队，不需要铁一般的纪律，这样反而会让人觉得你缺乏人性化的变通，也难以沟通。

4. passionate(充满激情的)

热情从来不是喊出来的，而是在实际工作中做出来的。说得好听比做什么都容易，千万别让人觉得你只是嘴巴上特别有干劲而已。另外，热爱工作是好事，但是太过于热爱工作，会让人担心你是否会做出什么过激的举动。而且，如果让别人觉得你动不动就满怀激情地工作，这样你的同事也会很累。

5. witty(机智幽默的)

一般很机智又有幽默感的人，是不会刻意这么称赞自己的，除非他擅长说冷笑话。想想，如果一个人对你说“你知道吗?我是个很机智幽默的人”，你的反应一定是两个字——呵呵。真正机智幽默的人，在谈吐间就能让别人感受到了，用得着挑明了说吗?这反而是愚笨的自夸。

6. empathetic(善于察言观色的)

empathy这个词是指理解他人感受和想法的能力。但是明目张胆告诉别人你善于窥探别人的心事，则容易引起别人的反感。比如某人失恋了，想把这当作秘密藏起来，却看到你用“看穿一切”的眼神看着他，一定会因为被你看穿而感到烦躁吧?如果你真有这方面的“超能力”，藏起来，别让人知道，省得他人警戒你。

7. fearless(无所畏惧的)

每个人都应该学会畏惧，会害怕才是正常人该有的心态。有勇气并非是无畏，而是明明害怕却依然在做着该做的事情。所以不要说自己天不怕地不怕，因为这样不正常，不知道危险才容易折戟于危险之中。或许你应该换个词，比如courageous(富有勇气的)。

8. straightforward(直截了当的)

想一想，如果别人对你说“我是个直截了当的人……”，那么你可能会想他的下一句话是“你的工作真是太不尽责了，我深刻质疑你的工作能力，你肯定办不好这件事……”。我们是要说话诚实，但诚实不代表一定要伤了别人的心。如果一个人说自己很直截了当，很可能别人就会对他敬而远之，因为他一点不客气，甚至不讲礼貌。

9. adaptable(能够适应)

其实，这句话原本挺不错，只是现在已经沦为了陈词滥调。万物恒变，没有东西保持不变，我们只有适应才能够生存，也就是说适应能力是我们的基础能力。不要觉得做到了自己应该做的事很了不起，实际上这本应该就是要做好的事情。就好像一位设计师去新公司应聘，然后说“我会做设计”一样，别人反而怀疑你是不是能力不够刻意这么说。

10. independent(独立性强)

依靠自己是好事，能一个人照顾好自己，不用靠太多的帮助就能成事。但是，把这个放到团队工作中去还是好事吗?那就变成了你只习惯一个人工作而忽略了团队协作，等同于对同事不负责任，也不合群。就算当了领导，孤军奋战也必定会让整个团队如一盘散沙，工作一无是处。

【更多精彩文章分享】

**英语作文写信格式模板范文翻译25**

take a message for sb;

send a message to sb;

hear from sb;

talk about/of sth;

tell sb to do sth;

get information about…;

express one’s idea (feelings) in English用英语表达一个人的思想（感情）;

Write sb a letter saying…给某人写信说... ，

apologize to sb for…thank you for …;

make a speech t at the meeting;

explain sth to s;

look upon sb as …;

think sb to be …;

take sb’s side

**英语作文写信格式模板范文翻译26**

Dear Mr. / Ms,

I am at present in Hamburg visiting the harbour with a view to making known our new type of container for use in Europe.

I shall be in Antwerp on Wednesday, 4th June, and should like to call on you at . on that day.

If I do not hear from you to the contrary, I shall assume that it will be convenient for me to call at that time.

Yours faithfully

尊敬的先生/小姐

我现正在汉堡参观港口，以让欧洲了解并使用我们的新型集装箱。

星期三即六月4日，我将到安特卫普，我会于当天下午2：00打电话给你。

对此约定如不来信，我将认为于这个时间打电话是方便的。

您诚挚的

**英语作文写信格式模板范文翻译27**

Dear Jim，

I‘d like to tell you that I‘ve been a senior high school student now.

At the sight of my new school，I found it so wonderful that I can‘t describe it with all my are many trees，bright rooms，as well as a large addition，I‘ve met a lot of new friends，who are very friendly to ，I‘ve taken my first English class in senior high school teacher is not only knowledgeable but also a little interesting，which made me rather excited.

At the end of the day，I felt a little tired but more than happy，for I‘ve met so many interesting classmates.

Best wishes to you！

yours，

我很高兴告诉你我现在已经成为一名高中生了。

第一眼看到我的学校时，我发现它是如此的美丽以至于用我所有的语言都无法描述它。学校有许多树，明亮的教室，和一个很大的操场。另外，我还遇见了许多新朋友，他们都对我很友好。还有，我今天上了在高中的第一堂英语课。我的老师不仅知识渊博而且还有一点有趣，这让我非常兴奋。

在这一天的最后，我感觉有一点儿累却十分高兴，因为我遇见了这么多有趣的同学。

最好的祝愿！

**英语作文写信格式模板范文翻译28**

this morning i woke up at 6 o ’clock is to the kitchen for mom made a bowl of beef and tomato noodles,mother looked at me as she do breakfast is very happy,she finally put all eat noodles,very delicious,also say i grew up,not a kid,can look after himself,i listened also very happy.

这天早上我6点钟就醒来了然后到厨房为妈妈做了一碗牛肉西红柿面,妈妈看了我为她做的早饭很高兴,最后她把面条全部吃了,说很好吃,还说我长大了,不在是小孩了,能够自我照顾自我了,我听了也很开心.

**英语作文写信格式模板范文翻译29**

next week i would like to go to kaifeng and parents. kaifeng has many great snacks, such as steamed buns, sesame seed gaul. kaifeng also on the famous qingming river park, i think it has to be very beautiful. my parents will be opened to see my uncle and live in his house one night.

下周我要和我的父母去开封.开封有许多十分棒的小吃,比如小笼包子、高卢烧饼.开封还有著名的清明上河园,我想那必须十分的漂亮.我和我的父母将会在开封见到我的叔叔,并住在他家一晚.

**英语作文写信格式模板范文翻译30**

Dear Mike,

In your last letter, you mentioned that you want to know something about the Spring Festival. I am writing to tell you about it. Spring Festival has a long history, which was originally celebrated to scare away a fierce beast “Nian”. Slightly different from that in the past, it is now given new meanings and regarded as a way forpeople to enjoy reunion with their families however far they live or work. On the New Year’s Eve, each family has its members gathered together. They tell each other their lives in the past year, exchange gifts and eat a lot of delicious meals in the warmth of the family. Children can get lucky money in red paper. People have a good time, holding opera performances, and other celebrations.

I hope you will come here and experience this wonderful festival.

Yours,

Li Hua

**英语作文写信格式模板范文翻译31**

I\'m very happy / glad / glad to hear from you on May 1st. Thank you for your gift / your letter is very interesting. How are these days / how are your work / study going? I\'m sorry I didn\'t write to you as soon as possible, but I\'m very busy recently / I\'m sorry I haven\'t written to you for such a long time, but let me assure you that I\'ve been thinking about you.

I\'m sorry to learn that you didn\'t do well in the entrance examination. I wish you were all right.

中文翻译：

收到你xx月xx日的来信我很高兴/很高兴/很高兴收到你xx月xx日的来信谢谢你的礼物/你的信很有趣这些天过得怎么样/你的工作/学习进展如何我很抱歉我没有尽快给你写信，但我最近很忙/很抱歉没有给你写信这么长时间了，但让我向你保证，我一直在想你。我很抱歉得知你在入学考试中成绩不好/听说你这些天病了我很难过。我真希望你能好起来。

**英语作文写信格式模板范文翻译32**

Hello, everyone! I don’t like sports, but I like eating very much. I eat a lot food every day. For breakfast, I like milk, eggs and bread a lot . For lunch, I like French fries, chicken, hamburgers and apples. For dinnerr, I like fruits, vegetables and rice.

大家好！我不喜欢运动，但我很喜欢吃。我每天吃很多食物。早餐，我非常喜欢牛奶，鸡蛋和面包。午餐，我喜欢薯条，鸡肉，汉堡包和苹果。对于晚餐，我喜欢水果，蔬菜和大米。

**英语作文写信格式模板范文翻译33**

给杰克的一封信

Dear Jack,

I am writing to tell you something about the activity Clear Your Plate Campaign you referred to in your last letter.

The activity of Clear Your Plate Campaign with the purpose of discourage people from wasting the people also have no food in the world,so we must value our of students in our school has take part in the activity,and the change took place around example,most of us were used to buy much more than we could eat and even threw the leftovers without a now,knowing the sighificance of saving thought food after the campaigh,more and more students are beginning to buy a proper amount of food for our should do some actions together,right?

I\'m looking forward to having your opinions of the campaign.

Yours,

Li Hua

**英语作文写信格式模板范文翻译34**

Dear John,

I’m really glad that you ate interested in Chinese paper cutting and decide to leatn it.

You should know the paper cutting is a traditional folk art of China and it still is an important part of the Chinese life. Paper cutting can date back to the 6th century of China and always influen

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