应用文

01 求职信模板

Dear          ,

I write this letter to apply for the position that you advertised in of                             .(信息来源)

Not>Please contact me at any time at               .(提供个人联系方式)

Thank you for considering my application, and I’m looking forward to meeting you.(结束语，表达感谢和期望)

Yours sincerely,

\_\_\_\_\_\_\_\_

02邀请信模板

Dear                 ,

I’m writing to invite you to              .(发出邀请)
There are some points you may want to know about                     . (活动主题)During \_\_\_\_\_\_\_\_, we will have lots of activities you are interested in                .(活动的具体内容)First,                 .(活动介绍一)Second,                .(活动介绍二)
I believe that you will be very interested in . For>Since the \_\_\_\_\_\_\_\_ will begin \_\_\_\_\_\_\_\_, is it possible \_\_\_\_\_\_\_\_? I really hope you can come/I’m looking forward to \_\_\_\_\_\_\_\_.(提出希望)Yours

\_\_\_\_\_\_\_\_

03劝慰信和建议信模板

Dear            ,

I am sorry to hear that                  .(就某事表示遗憾)You have asked me for my advice with regard to and I will try to make some useful recommendations.(承上启下)
First of all,                            . What’s more,                               . Last but not least,                               .(提出建议并给出理由)
I hope you will find these proposals practical. I am looking forward to hearing from you soon.(结尾句，希望上述建议能有所帮助)

Yours sincerely,

\_\_\_\_\_\_\_\_

04感谢信模板

Dear            ,

Thank you very much for/Thanks a lot for/Many thanks for             /I’m writing to you about my gratitude for            /I’m very grateful to you for             .(开门见山地交代感谢原因)
But for/Without your help,                      .(从反面衬托对方的作用)/It’s very kind of you to                      .(从正面说明对方的作用)
I hope to have the opportunity to express my gratitude to you/repay your kindness. I will feel very honored and pleased if                        .(提出回报对方的方式)Would you please let me know ?(希望对方给予回应)Thank you again for what you have done.(再次表达感谢)

Yours sincerely,

\_\_\_\_\_\_\_\_

05道歉信模板

Dear                 ,

I’m so sorry to tell you that                   .Now, I am writing you this letter to show my deep regret.(就某事道歉)I do hope you can understand me and excuse me for \_\_\_\_\_\_\_\_(希望得到谅解)
I will be very grateful if you are kind to listen to my explanation. The reason for my delay/absence was/is that                . Therefore,                   .(解释原因)
I wonder if \_\_\_\_\_\_\_\_.(询问对方能够接受补救方案)

Sincerely yours,

\_\_\_\_\_\_\_\_

06建议信模板

Dear               ,

I am very        to know that              .(写信的原因)I’m looking forward to                   .(表示期待)
I’m afraid that              .(表述提出建议的原因)I’d like to suggest that                       . First                        ; then                                           .(提出建议)
I believe this kind of arrangement will                                .(建议的作用)Moreover, if                             , it is necessary for you to                                          .(补充建议)
Wish                    .(祝愿)

Yours sincerely,

\_\_\_\_\_\_\_\_

07咨询信模板

Dear               ,

I am               .(自我介绍)I am writing to see if it is possible for you to provide me with information regarding               .(要询问的内容)
First of all, what are                    ? Secondly, when will                        ? Thirdly, is                     ?(要咨询的问题罗列)
I would also like to inquire               . Could you be so kind to send me some relevent booklets>Thank you for your kindness, and your prompt attention to this letter will be highly appreciated.(表示感谢)

Yours sincerely,

\_\_\_\_\_\_\_\_

08电子邮件模板

Dear                  ,

I am extremely pleased to hear from you. And I would like to write a letter to tell you that .(寒暄句加主题句)
(扩展句一)(扩展句二)(扩展句三)
I will greatly appreciate a response from your earliest convenience./I am looking forward to your reply at your earliest convenience.(结束主体段落)
Best regards.(结束语)

Sincerely yours,

\_\_\_\_\_\_\_\_

09日记模板

(月、日、年、星期、天气)

                                                 (标题)

Today/Yesterday, I/we                    .(事件)

In the morning, we                         ; then                       ; after that,                      .By the time we had a good time. Finally                           . I’ll never forget the memorable day!(事件经过)

From this activity, I have learned that/I think                        .(事件意义和自己的感想)

10演讲稿模板

Boys and girls/Ladies and gentlemen,
It’s a great honor for me to stand here and give my speech.(表示荣幸)My name is                    .(自我介绍)The topic of my speech is                        .(提出演讲主题)
To begin with, many people suggest that                    .(话题或现象列举)Secondly,                                 . Thirdly,                                                           .
What I want to stress is that                   .(重申主题)For>Thank you for your listening/Thank you.

11口头通知模板

Ladies and gentlemen,

May I have your attention, please? I have an announcement to make.(称呼语及开场白).
(正文部分，说明具体通知事项)
All the teachers and students are required to attend it. Please take your notebooks and make notes./Please listen carefully and we’ll have a discussion in groups. Make sure you’ll comeon time and don’t be late.(说明通知对象和注意事项)
Please come and join in it./Everybody is welcome to attend it./I hope you’ll have a nice time here.(重申希望大家参加之情)
That’s all. Thank you.(结束语)

12记叙文模板

One day, \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.(事情发生的时间、地点等)

When I was \_\_\_\_\_\_\_\_, something strange happened \_\_\_\_\_\_\_\_.(事情发生的过程)Finally, \_\_\_\_\_\_\_\_.(结果)
I’ll never forget \_\_\_\_\_\_\_\_(感受)

13说明原因型说明文模板

Nowadays, there are more and more                 in some big cities. It is estimated that                    .(用具体数据说明某现象)
Why have there been so many              ? Maybe the reasons can be listed as follows. The first reason is that                          .(原因一)Besides,                           .(原因二)The third reason is                          .(原因三)To sum up, the main cause of is due to                                    .(指出主要原因)
It is high time that something should be done. For one thing,                                  .(解决建议一)For another thing,                                         . All these measures will certainly .(解决建议二)

14描述事物型说明文模板

What I have known about is that                    .(具体描述某事物)

Firstly,                            .(描述要点一) .(具体阐述要点一)Secondly,                                   .(描述要点二) (具体阐述要点二). As a college student,                                .(结合自身描述要点三)

All in all,                              .(做出总结)Therefore, we should                                          .(提出建议)

15问题解决型说明文模板

In recent days, there has been a problem , which is becoming more and more serious.(说明问题及其现状)First,                                    . Second,                                .(进一步阐释现状)
We should take a series of effective measures to cope with the situation. For>Personally, I believe that \_\_\_\_\_\_\_\_/Consequently, I’m confident that a bright future is awaiting us because \_\_\_\_\_\_\_\_.(结尾段，指出＂我＂的信心及理由)

16谚语/警句型议论文模板

The good old proverb reminds us that                              . Indeed, we can learn many things from it.(引出名言，阐明含义)
First of all,                                    . For example,                               . Secondly,                             . Another case is that                                        . Furthermore, .(举例说明理由)
In my opinion,                                          .(自己的观点)In short, whatever you do, please remember the saying                                    . If you understand it and apply it to your study or life, you’ll necessarily benefit a lot from it.(总结)

17正反观点对比型议论文模板

There is a widespread concern over the issue that                            . But it is well known that the opinion concerning this hot topic varies from person to person.(引出话题)
A majority of people think that                                       .(观点一)In their view there are two factors contributing to this attitude as follows: In the first place,                                     .(支持观点一的原因一)In the second place,                               .(支持观点一的原因一)So it goes without saying that                          .

The other people, however, differ in their opinion on this matter. They hold the idea that                             .(观点二)In their point of view, on the one hand,                      ; on the other hand,                              .(支持观点二的原因)Therefore, there is no doubt that                            .

As far as I am concerned, I firmly support the view that                           . It is not only because                                  , but also because                            . The more                           , the more                        .(＂我＂的观点)

18利弊对比型议论文模板

 Nowadays, there is a widespread concern over                        .(引出话题或对象)
In fact, there are both advantages and disadvantages in                            . Generally speaking, it is widely believed that there are several positive aspects as follows. Firstly,                                          .(优点一)And secondly,                            .(优点二)
Just as a popular saying goes, ＂Every coin has two sides.＂ is no exception, and in other words, it still has negative aspects. To begin with,                            .(缺点一)In addition,  .(缺点二)
To sum up, we should try to bring the advantages of into full play, and reduce the disadvantages to the minimum at the same time. In that case, we will definitely make a better use of                        .(总结)

19图画作文模板

As is vividly shown in the picture,                                .(描述图画内容)The picture/cartoon informs us of the phenomenon that                                   .(图画反映的现象)
These may/might be several factors contributing to/responsible for the phenomenon/problem. To start with,                          . Secondly,                            . What’s more,                                  . Last but not least,                            .(说明原因)
In my opinion, the government/the school/we should take measures to/something must be done to              . Only in this way can the problem be really solved./ Only when everyone can do so will our world become more and more beautiful.(解决问题的方法)

20图表作文模板

As the bar chart shows,                    .(说明图表反映的问题)

Several factors contribute to                       . And,                                      . Furthermore,                       . All these result in                                .(分析问题产生的原因)
However,                 is faced with some problems. With                    , the effect of            is not only discouraging, but also challenging. So my principle is to pay your attention to                                          , but not just to                              .(提出解决措施)