

2025学位英语考试写作模板

16 大类开头结尾模板，学位英语超车咯

一、感谢信

基础：

1. I am writing to express my sincere thanks for...(我写信就.....来表达我的谢意。)
2. Thank you very much for your kind hospitality you showed during...(非常感谢你在.....期间的盛情款待。)
3. It was nice/ kind/ thoughtful of you to do...(你做.....真是太善良/体贴了。)
4. It was your kind help that ...(正是由于你的帮助.....(强调句式))
5. I'd like you to know how much your...meant to me.(我希望您知道您的.....对我意义重大。)
6. Thanks again for your generous help.(再次感谢你慷慨相助。)
7. I not only enjoyed..., but also...(我不仅享受到了.....而且还.....(用来描写在对方帮助下所获得的收获)。)

提高：

1. With deepest gratitude, I write you this letter for...(怀着深深的感激之情，因.....我给你写这封信。)
2. My true gratitude is beyond the words/description.(我的感激之情不能用语言表达。)
3. But for your (help/ guidance/ assistance), I wouldn't have won the prize.(如果没有你的帮助，我将不能获得这个奖。)
4. It is such an amazing...that it has allowed me to have a better understanding of...(.....如此神奇和令人赞叹以至于让我很快就对.....有了更好的了解。)
5. Nothing will be able to erase our wonderful memories and we will cherish them forever.(没有什么可以消除我们之间的美好回忆，我们将永远珍惜这些回忆。)
6. Please do not hesitate to let me know if there is anything I could do to return your favour.(如果我能做些事情来回报你，请一定要告诉我。)

二、邀请信

基础:

1. I am writing to invite you to ...(我写信是邀请你...)
2. On behalf of our whole class, I would like to invite you to ...(代表整个班级, 我想邀请你...)
3. We're going to have such a speech at ...(我们将会有一个讲座...)
4. There are some points you may want to know about ... (有一些你可能想知道的点)
5. During the..., we will have lots of activities you are interested in. First, ... Second, ...(在...期间, 我们将会有很多你们感兴趣的活动。第一...第二...)
6. This trip is scheduled to start from ... and last to ...(这次行程计划从...开始, 持续到...)
7. The contest will start at ... and last for about (比赛将在...开始, 持续大概几个小时)
8. I am sure this trip will turn out to be a pleasant journey. (我相信这次旅程结果将会是愉快的)

提高:

1. I am writing to invite you to ... at ... contest to be held in ... on ...(我写信是邀请你...在...举行的比赛中做...)
2. It gives me great pleasure to invite you to take part in this activity.(我很荣幸邀请你参加这次活动。)
3. I was wondering if there is any chance for you to come to this activity.(我在想你是否有可能来...。)
4. Your coming will light up/brighten our day. (你的到来会为这一天增光。)
5. It would be our pleasure to share the precious moment with you. (和你分享珍贵的时刻将是我们的荣幸)
6. If you do not have any prior appointment then, I am looking forward to your reply. (如果你没有预先的约会, 期待着你的回复)
7. We will appreciate it if you can accept our invitation.(如果你能接受我们的邀请,

我们将不胜感激)

三、推荐信

1. I am writing to you to recommend one of my college classmates in Beijing. 我给你写信是要推荐一位我在北京时的大学同学。
2. In addition to her excellence in academic study, she also performs very well in her job. 她除在专业学习方面优秀外，在工作中她也表现很好。
3. I'll be more than happy if you can take my suggestions/ideas into consideration. 如果你能考虑我的建议/想法，我会非常高兴。

四、申请信

基础:

1. I am writing to apply for ... (我写信是为了申请...。)
2. Your advertised position ... interests me, so I'm writing to apply for it. (我对你们的...的职位很感兴趣，所以写信来申请...。)
3. I would like to apply for admission to your college. (我想申请就读于贵大学。)
4. I think I am qualified for the position. (我想我能胜任这个职位。)
5. I am a Senior 3 student in Hongxing Middle school. (我是来自红星中学高三的一名学生。)
6. My fluent English will make it easy for me to communicate with foreigners. (我流利的英语会帮助我与外国人更容易的交流。)
7. I have previous experience, so I believe I am the right person for taking part in the activity. (我有经验，所以我相信我是参加这个活动的合适人选。)
8. Thanks for considering my application and I am looking forward to your reply. (谢谢考虑我的申请，期待收到你们的回复。)
9. I hope you will kindly send me an application form. (我真诚希望您能发送我一份申请表格。)

10. If you need to know any more about me, please feel free to contact me.(如果你们想知道更多关于我的信息，请随时联系我。)

提升：

1. I am writing to apply for participating in ... that ... is offering.(我写信来是申请参加...提供的...。)

2. In response to your advertisement, I am writing to apply for the volunteer...(鉴于您刊登的广告，我写信来是申请当志愿者...。)

3. I am writing this letter to recommend myself as a qualified candidate for the job of the community.(我写这封信是为了自荐申请这份社区工作，我想我是个合格的应聘者。)

4. I have a great passion for ... and I think I am qualified for it for the following reasons.(我对...很感兴趣，我想我是合格的，理由如下。)

5. The moment I saw your advertisement in the paper for ..., I felt it was just the kind of post, for which I have the qualifications and which I have been looking for some time.(当我一看到您发布在报纸上是招聘...广告，就觉得我能胜任这份工作，而且这也是我一直梦寐以求的工作。)

6. I would like to further my studies in ...department of your university.(我想在贵大学...系继续学习深造。)

7. The kind of work in which your company is engaged particularly interests me.(我对贵公司的这份工作非常感兴趣。)

8. It seems to me that this experience, together with my education, has given me ideal preparation to assume the role of ... in a firm such as yours.(我想我的经验加上我的教育背景能让我很好地胜任得起贵公司提供的职位。)

9. Under the influence of the courses I have taken, I have developed a special interest in ...(受所学课程的影响，我对...非常感兴趣。)

10. Any favorable consideration of my application would be appreciated.(如果您能认可我的申请，我会非常感激。)

五、告知信

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