# 写email正式的格式范文英语(必备26篇)

来源：网络 作者：紫陌红尘 更新时间：2023-12-25

*写email正式的格式范文英语1英文电子邮件的基本要素是主题、称谓、正文、结尾用语及署名。电子邮件最重要的部分是主题，假设我们都是很忙的人，在打开邮箱阅读邮件时，第一眼看到的就是邮件的主题。所以，主题应当做到言简意赅并突出邮件重要性。英文邮...*

**写email正式的格式范文英语1**

英文电子邮件的基本要素是主题、称谓、正文、结尾用语及署名。

电子邮件最重要的部分是主题，假设我们都是很忙的人，在打开邮箱阅读邮件时，第一眼看到的就是邮件的主题。所以，主题应当做到言简意赅并突出邮件重要性。英文邮件的主题需要注意不超过35个字母，将位于句首的单词和专有名词首字母大写。比如：Some questions about C++.在比较正式的格式中，需要把每个单词的首字母大写(介词、冠词除外)。

称谓如果是第一次给对方写信，那么称谓最好用“Dear+全名”，这样会让人感觉比较正式。如果对方以非正式口吻来信，我们也可以类似非正式地回复。比如：“Hello/Hi Lillian”。在实际通信中可能遇到不知道对方姓名，可以用“Dear+对方头衔”，如“Dear President”，或者“Dear+Sir/Madam”形式。英国人习惯在称呼后加“，”，美国人习惯在称谓后加“：”，有时也可以不加任何标点，是具体情况而定。

在书写正文时，把最重要的事情写在正文最前面或者邮件内容较长时写在第一段。为了让收件人阅读邮件比较舒服，我们需要注意邮件正文结构的美感，邮件段落最好控制在两三段之内。如果一封电子邮件涉及多个信息点，我们可以采用分条目的方法，如符号、小标题、编号来使得邮件想要表达的内容层次清晰。邮件内容应注意单词的拼写、大小写、标点、语法等。所谓以小见大。

结尾语在正文之后添加。注意一般结尾语中只有第一个单词首字母大写而剩余单词都小写，此处与称呼不同。

一般电子邮件：

Sincerely,

Sincerely yours,

私人电子邮件：

Regards,

Best wishes,

Best regards,

With best wishes,

Wish best regards,

Yours,

Cheers,

As ever,

With love,

Affectionately,

......

在正文最后需要署名，可以写全名，也可以只写名字。需要辨明性别时可以在姓名后面注明(Mr./Ms.)。对于咱们中国人，为了区分姓和名，可以把我们的姓的字母全部大写，例如XIONG Lillian.如果写信人代表的是一个组织或部门，应在名字下一行写上自己的职位、所属部门。

邮件中常用词汇：

附件attachment I am attaching the report.我把报告放在了附件中

转发forwarded I\'ve forwarded your e-mail to Alice.我已经将你的邮件转发给Alice

保持联系 stay /keep in touch

对方告知决定. Please let me know your decision as soon as possible.

写信给别人时一般常用How are you been recently?

回复别人邮件时一般常用I am happy to receive your e-mail.

表达谢意

日常生活中经常会使用到表达谢意的邮件，在国外，参加完朋友邀请去的一次party，或者接受了别人馈赠的礼物等情况下都需要写一封thanks letter。而此类邮件也非常好写，只要能够表达自己对收件人的真挚的感激之情即可。

Dear Alice,

Thanks so much for the lovely dinner last night. It was so thoughtful of would like to invite both of you to my house when you are available.

Best regards,

Lilian

咨询了解

咨询了解类邮件的目的是想要得到关于某人、物的一些信息。邮件具体内容大致包含如下：

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（英语作文）

Now our school ask an foreign teacher for the students\' spoken English training during ??????????Age:about ???years old,middle ???????teacher content: To train the students\' spoken English,and help anize the activities of English time:Work ??????hours each day,and from ????to ??????.Pay negotiable格式这样，具体内容要自己填

**写email正式的格式范文英语3**

英文电子邮件高频句

a meeting 发起会议

I would like to hold a meeting in the afternoon about our development planning for the project A.

今天下午我建议我们就A项目的发展计划开会讨论一下。

我建议我们今晚九点半和Brown小聚一下，你和Ben有没有空?

We\'d like to have the meeting on Thu Oct 30. Same time.

Let\'s make a meeting net Monday at 5:30 PM SLC time.

下周一盐湖城时区下午五点半开会。

I want to talk to you over the phone regarding issues about report development and the project.

我想跟你电话讨论下报告进展和项目的情况。

2. Seeking for more information/feedbacks/suggestions 咨询信息/反馈/建议

Shall you have any problem accessing the folders, please let me knows.

如果存取文件有任何问题请和我联系。

Thank you and look forward to having your opinion on the estimation and schedule.

谢谢你,希望能听到更多你对评估和日程计划的建议。

Look forward to your feedbacks and suggestions soon.

期待您的反馈建议!

What is your opinion on the schedule and net steps we proposed?

你对计划方面有什么想法?下一步我们应该怎么做?

What do you think about this?

**写email正式的格式范文英语4**

英文电子邮件的格式

电子邮件email的邮件格式

英文书信是一种最常用的应用文体，对于普通的私人信件通常由五部分组成：

1.信头：指发信人的地址和日期。写在信纸的右上角，可以从靠近信纸的中央写起。信头上面要留空白。先写发信人地址。地址的写法与汉语不同，要先写小地方，后写大地方。在地址的下面写上日期。日期的顺序是：月、日、年，或者：日、月、年。例如：may 17 XX。在年份之前有一个逗号。

2.称呼：指对收信人的\'称呼。写在信头之下，从信纸的左边开始。写信给熟悉的人，一般用dear…或my dear…作称呼。如：dear li lei，dear miss thomas或my dear dad.

3.信的正文：指信的主体部分。从称呼的下一行第一段顶边写。从第二段起每段第一个词都缩进3或5个字母写。

4.结束语：指正文下面的结尾客套话。一般从信纸的中央靠右写起，第一个字母大写，末尾用一逗号。在非正式的社交信中，常用yours或sincerely。假如对方是亲密的朋友，可用sincerely yoursyours等。

5.签名：指发信人签名。写在结束语的下面，稍偏右。

另外，英文信封写法与汉语的不同。一般把收信人的地址写在信封的中央或偏右下角。第一行写姓名，下面写地址。发信人的姓名和地址写在信封的左上角，也可以写在信的背面。

英文书信的格式

1、信头(heading)

指发信人的姓名(单位名称)、地址和日期，一般写在信纸的右上角。一般公函或商业信函的信纸上都印有单位或公司的名称、地址、电话号码等，因此就只需在信头下面的右边写上写信日期就可以了。 英文地址的写法与中文完全不同，地址的名称按从小到大的顺序：第一行写门牌号码和街名;第二行写县、市、省、州、邮编、国名;然后再写日期。标点符号一般在每一行的末尾都不用，但在每一行的之间，该用的还要用，例如在写日期的时候。

2、日期的写法：

如：7月30日，英文为：july 30，(最为普遍); july 30th，1997;

30th july，1997等。1997不可写成97。

3、信内地址(inside address)：

在一般的社交信中，信内收信人的地址通常省略，但是在公务信函中不能。将收信人的姓名、地址等写在信头日期下方的左角上，要求与对信头的要求一样，不必再写日期。

4、称呼(salutation)：

是写信人对收信人的称呼用语。位置在信内地址下方一、二行的地方，从该行的顶格写起，在称呼后面一般用逗号(英国式)，也可以用冒号(美国式)。

(1)写给亲人、亲戚和关系密切的朋友时，用dear或my dear再加上表示亲属关系的称呼或直称其名(这里指名字，不是姓氏)。例如：my dear father，dear tom等。

(2)写给公务上的信函用dear madam，dear sir或gentleman(gentlemen)。注意：dear纯属公务上往来的客气形式。gentlemen总是以复数形式出现，前不加dear，是dear sir的复数形式。

(3)写给收信人的信，也可用头衔、职位、职称、学位等再加姓氏或姓氏和名字。例如：dear prof. tim scales, dear smith。

5、正文(body of the letter)：

位置在下面称呼语隔一行，是信的核心部分。因此要求正文层次分明、简单易懂。和中文信不

**写email正式的格式范文英语5**

英语书信结构一般有以下几个部分组成：1、信头 即写发信人的地址和日期（右上角）。2、信内姓名地址 即写收信人的姓名和地址（左上角）。3、 称呼 即写对收信人的尊称一般用：Dear Mr。

>I look forward to...

If you have any questions，please don\'t hesitate to...

>Please let me know if...

>That\'s all for now...

最常见结尾辞的是Sincerely（敬上）、Yours truly（敬上）、Best regards （顺颂安祺）、Regards（祝安好）

其他较少用到的有：Yours faithfully （敬上）、Warm(est) / Kind regards（祝安好）

在极非正式的信件中最后常会用到 Cheers（再见）。

**写email正式的格式范文英语6**

英文电子邮件写作技巧(1)

日常要处理许多信件电邮,因而运用英语上不得不留神,以下有一些个人意见,也参考了一些书本,希望大家有所得益。

一、文法上

1、切忌主客不分或模糊

例子: Deciding to rescind the earlier estimate, our report was updated to include $40,000 for new equipment.”

应改为：Deciding to rescind our earlier estimate, we have updated our report to include $40,000 for new equipment. (We决定呀, 不是report.)

2、句子不要凌碎

例子: He decided not to audit the last ten contracts. Because of our previous objections about compliance. 应该连在一起.

3、结构对称,令人容易理解.

例子: The owner questioned the occupant’s lease intentions and the fact that the contract had been altered with ink markings.

应改为: The owner questioned the occupant’s lease intentions and ink alterations of the contract.

4.单众数不要搞乱,不然会好刺眼,看不舒服.

例如: An authorized person must show that they have security clearance.

5.动词主词要呼应. 想想这两个分别:

1）.This is one of the public-relations functions that is underbudgeted.

2）. This is one of the public-relations functions, which are underbudgeted.

6.时态和语气不要转变太多.看商务英语已经是苦事,不要浪费人家的精力啊.

7.标点要准确.

例如: He did not make repairs, however, he continued to monitor the equipment.

改为: He did not make repairs; however, he continued to monitor the equipment.

8.选词正确. 好像affect和effect, operative和operational等等就要弄清楚才好用啦.

9.拼字正确. 有电脑拼字检查功能后,就更加不能偷懒.

10.大小写要注意.非必要不要整个字都是大写,除非要骂人

例如: MUST change to OS immediately. 外国人就觉得不礼貌和喝令人一样. 要强调的\'话,用底线,斜字,粗体就可以了.

二、文体

1.可读性.对象是大学程度的话,用高中的英文就行,不要以为人人都是语言大师.多用短句(15-20字吧), 技术性的字,就更加要简单易明.

2.注意段落的开头.一般来说,重要或强调的事情都放在信件或段落的开头,而句子就放在最尾.

例如: 1）.Because he was unable to attend the meeting personally, he forwarded his congratulations on cassette tape.

2）.He forwarded his congratulations on cassette tape because he was unable to attend the meeting personally. 两者强调的事情就有分别了.

3.轻重有分. 同等重要的用and来连接,较轻放在次要的句子里.

4.意思转接词要留神. 例如: but (相反), therefore (结论), also (增添), for example (阐明). 分不清furthermore和moreover

**写email正式的格式范文英语7**

Subject: Web Content Editor position

Dear Sir/Madam,

With reference to your job ad in xxx, I would like to submit my application for the position of Web Content Editor in your company.

I graduated in Communication Sciences at the University of xxx and worked for several years in a Digital Agency as Content Specialist. I believe my skills and experience are in line with the requirements for the job position. I will be glad to introduce myself in an interview, that will allow you to better evaluate my possible recruitment.

Please find attached a copy of my resume. I look forward to hearing from you.

Yours faithfully,

**写email正式的格式范文英语8**

Dear Tom,

It is nice to receive your email. Now I’d like to tell you something about the Palace Museum.

The Palace Museum is also called the Forbidden City. It took 200,000 workers more than 13 years to build the Forbidden City. The Forbidden City was finished being built in 1420. The largest museum in the world, the Palace Museum, holds cultural treasures from the past 5,000 years of Chinese history. The City’s palaces have 9,999 rooms altogether. Chinese people traditionally have thought of nine as a lucky number. Students from all over China can now visit in groups at no charge every Tuesday. The museum is under construction.

I hope you can come to China and take a look at this museum with your own eyes.

Best wishes.

Li Ming

**写email正式的格式范文英语9**

Dear Li Ying,

Haven’t seen you for a long time. How have you been? I am missing you all the time. As the weather is splendid now, Jack、 Lucy and I have made a plan to go out to the countryside by bike. Each of us may take food for the picnic, which we will have at the hillside. The countryside must be very lovely, with grass and trees growing flourishingly, flowers full bloom and bright sunshine. We can enjoy the scenery to our hearts’ content, at the same time and take some pictures as a memory . It is possible for us to meet at the bus stop 8 a. m. I am sure we will have a good time. Do come and join us.

Yours always,

×××

**写email正式的格式范文英语10**

Dear Mr. Jones:

Thank you for your enquiry of 12 March cate 9 cable.

We appreciate your efforts in marketing our products and regret very much that we are unable to supply the desired goods due to excessive demand.

We would, however, like to take this opportunity to offer the following material as a close substitute:

Cate 5, US$\_\_ per meter FOB Shanghai, including your commission 2%.

Please visit our catalog at for more information on this item. If you find the product acceptable, please email us as soon as possible.

Sincerely,

**写email正式的格式范文英语11**

电子邮件格式范文

电子邮件伴随着电子计算机的普及，成为当今时代人际交流的重要的文书样式。它既可用于处理公务，还可用于私人交往。起着沟通信息、交流感情的作用。使用电子邮件进行对外联络，不仅安全保密，节省时间，不受篇幅的限制，传输速度快，能够跨越时空，而且还可以大大地降低通信费用，它为信息时代人们的快节奏、高效率信息传递提供了便利与可能。

（二）电子邮件的撰写

1.电子邮件的.结构与内容

电子邮件由邮件头和正文结构而成。

邮件头包括收件人、抄送人地址、主题（邮件名称）、发件人地址等内容。正文包括三部分内容。

（1）信头。第一行顶格写对收信人的称呼。

（2）信体。开门见山、直接人题，告知事宜，传递信息，分享情绪，可自由发挥。

（3）信尾。写明发邮件人姓名、发邮件日期。

2.电子邮件的撰写要求

（1）主题要明确。一封电子邮件，大都只有一个主题，并且往往需要在前注明。若是将其归纳得当，收件人见到它便对整个电子邮件一目了然了。

（2）语言要流畅。电子邮件要便于阅读，就要以语言流畅为要。尽量别写生僻字、异体字。引用数据、资料时，则最好标明出处，以便收件人核对。

**写email正式的格式范文英语12**

英文电子邮件写作技巧(2)

四、写信提示

1.人家的名字千万不要错.老一辈的看到名字错就干脆撵去垃圾桶. 同样, 头衔都不要错. 头衔或学位,任择其一吧.以下是一样的: Howard E. Wyatt, . Dr. Howard E. Hyatt

2.多过一个男人,用Messrs,就是Misters的意思,不过不要跟名字,跟姓就行啦.例如: Messrs. Smith, Wyatt, and Fury 。女人呢? 用Mesdames, Mmes., or Mses. 同样不要跟名字. 例子: Mses. Farb, Lionel, and Gray 。男女一齐呢? 弄清楚称呼就行.例如: Dr. and Mrs. Harold Wright ；Mr. Harold Wright and Dr. Margaret Wright ；Mr. and Mrs. Harvey Adams-Quinn 。

3.有人有自己头衔就要跟紧,例如有人有荣誉学位就不喜欢用一般的头衔啊~有时大头不知道对方头衔,干脆用Ms.算了. Ms. Sarah Gray

4.地址要低日期至少两行.处名时,职衔短可以一行过,长就下一行吧.例如:

Ken Green, President ／Ken Green ／Vice President of International Operations

但这个就显得有点。。。:

Ken Green ／Vice President of Unicom China

正确应为:

Ken Green ／Vice President, Unicom China

5.老外的名字有时有Jr. 或 Sr.,之前的逗点是随你喜欢的,以下都是正确,不要笑人:

Michael J. Smith, Jr. ／Michael J. Smith Sr.

6.外国国名尽量用大写.是为尊重,也方便邮差叔叔.

7.地址上的数字直接用阿拉伯数字吧,除了One,例子:

127 Ninth Avenue, North

127 E. 15 Street

5 Park Avenue

One Wingren Plaza

556 - 91 Street

五、结尾部分

书信的结尾致意要留意,弄清大家的关系才选择用词,例子:

1. Very Formal非常正规的(例如给政府大老爷的)

Respectfully yours, Yours respectfully,

2. Formal正规的(例如客户公司之间啦)

Very truly yours, Yours very truly, Yours truly,

3. Less Formal不太正规的.(例如客户)

Sincerely yours, Yours sincerely, Sincerely, Cordially yours, Yours cordially, Cordially,

4. Informal非正规的(例如猪朋狗友,同事之类)

Regards, Warm regards, With kindest regards, With my best regards, My best, Give my best to Mary, Fondly, Thanks, See you next week!

有时在we, I, and you之间选择是很烦的事-- 如果是公司代表联络生意之类,可以用: We will reimburse you for these legal expenses. Sinopec will reimburse you for these legal expenses. 如果单纯说你自己,可以用: I found the brochure very informative. 有时可以一起用啦...: We are pleased to offer you the position of sales director, and I am looking forward to our Tuesday morning meeting.

那么I和you呢?好烦好烦.一般来说,收信人的利益比较重要,名义上都要这样想.给人尊重的语气就一般不会错了. 多用you有时会有隔阂的感觉.

You will be pleased

**写email正式的格式范文英语13**

Fiona:

I will go to a food party at Karen Yiuplace together with colleagues of the Accounts Department at 4:00 . this Sunday to celebrate the fourteenth anniversary of his marriage. Everybody is expected to bring a dish and a bottle of wine of his or her own. If you feel interested, please join us at the main entrance of Pioneer Plaza at 3:00 . sharp that day, and don’t forget your dish and wine. We do hope you come and are expecting to see you then.

With best wishes.

Sincerely yours,

×××

**写email正式的格式范文英语14**

I have a lively, cheerful good friend.

His big eyes, curved eyebrows, short hair, a row of white teeth, smile is so handsome!

When he was happy eyes narrowed into a crack, open the big mouth, like a hippo, there were two big front teeth. As long as you see him smile, you will follow him laugh.

When he is angry, staring eyes, bite a tooth. If there is a table or sofa beside, he would knock once in a while. If not, his fist grip like steamed bread.

His lonely listlessly and hung (down) his head as if to cry.

This is my good friend. Can you guess who he is?

我有一个活泼、开朗的好朋友。

他大大的眼睛，弯弯的.眉毛，短短的头发，一排洁白的牙齿，笑起来帅极了!

他高兴的时候眼睛眯成一条缝，张开大大的嘴巴，像河马一像，还露出两颗大大的门牙。你只要看到他笑，你也会跟着他笑。

他生气的时候，瞪着眼睛，咬着牙。如果旁边有桌子或者沙发，他就会敲一下。如果没有，他的拳头握得像馒头一样。

他寂寞的时候无精打采地垂着头，仿佛要哭出来。

这就是我的好朋友。你能猜出来他是谁吗?

**写email正式的格式范文英语15**

Dear Jack,How is everything going ?I am writing to tell you that I have found a new job in a bank, which is located in the main business area. It\'s really not easy to have an oppotunity to work in a bank and I am very happy. And I will move to my new house next week. It is ROOM 312 of city park in the Oxford street, which is near the bank I work it is a little bit far from your house, I will visit you as I usually do. And welcome to my new house ! My new phone number is 7635089, and I am looking forward to 110 words

**写email正式的格式范文英语16**

虽然有很多老师教过我，但是，我最喜欢的是英语老师。

英语老师个子高高的，身材痩瘦的，头发黑黝黝的，眉毛黑黑的、弯弯的，鼻子高高的，嘴巴大大的，眼睛大大的，像两颗宝石，特别好看。

英语老师改作业的时候很严格，上次我写英语单词，字写的有点差，老师就把我写的字全擦了，让我重新写。小明是我们班最不守纪律的同学，老师总会把他罚站，在上课的时候，老师总会派一个人来管班级，看看有没有同学做小动作，上课不认真听。一旦发现有谁不认真，老师就会生气地骂他一顿。

英语老师让我们每天写单词五遍，还要我们每天读背单词，有时候下课了，我们英语读不流利的、还不会背的，就不让我们出去玩。每次上完课都会布置很多作业。

虽然布置的作业有点多，管的有点严，但是我还是喜欢她，因为我的英语进步特别快。

**写email正式的格式范文英语17**

建议信

Dear Mary,

Thanks for your last letter. I\'\'m so glad that you have been able (at last! ) to arrange a holiday in Australia. As I fear I won\'\'t be able to meet you at the airport when you arrive, nor will I be able to be home until later in the afternoon, so here are some instructions and suggestions.

There is a bus from the airport to the city. It is much cheaper than a cab. Take the bus to the city and ask to get off at Town Hall railway station.

To get to my place in the eastern suburbs you have three options. You can either take a cab, a bus or the train. I suggest you take the train, since the airport bus will leave you right at the station. Get off at Cliff Station. From there you can either walk to my place (about ten minutes) or take a taxi. Probably you should take a taxi as you will have luggage.

When you arrive at my flat, ring the intercom for Flat 2. My friend Lillian will be at home and she will open the front door for you and let you into my flat.

Presumably you will be tired and want to sleep. But if you feel like some exercise after that long flight, you could stroll down to Cooper Park, which is only ten minutes away ? you can see it from the window.

Cheers and looking forward to seeing you.

Yours sincerely,

Annie

**写email正式的格式范文英语18**

Dear Ms Wang,

I make bold to write this letter to ask you to do me a favour. I have tried to translate several short chinese stories into English for a part-time job. As it is the first time for me to do a translation work, I think there must be many errors and awkward expressions of Chinese English for my lack of experiences. I sincerely hope that you would read over my manuscripts and correct my mistakes and sociolisms. Also could you please give me some other suggestions on my translation work.

Thank you for your help with great respect!

Your faithful student,

×××

**写email正式的格式范文英语19**

Dear Fang,

I am sorry that I have to ask a favour of you, with the hope that you will be kind to help me.

I have been longing to apply for the entrance examination for MA candidates for a long time because I want to pursue advanced I find myself far from the required standard, especially my very poor English. At this moment, the personal friendship leads me to approach you with the request, whether you can manage to give me some constructive guidance. I promise to be a diligent student. If you agree, I will come to your house once a week at a time most convenient to you.

Thank you very much for your kind help on many occasions in the past.

Your friend,

×××

\*Thank you very much for your kind help on many occasions in the past.

**写email正式的格式范文英语20**

电子邮件

延伸阅读 找好工作的秘诀

每日一帖 新人自我介绍

教育论坛 分享学习感受

现在的贸易合作讲究迅速快捷，于是产生了电子商务，e-business。而电子商务的其中一个重要的实现途径就是电子邮件e-mail了。

相关词汇：

Attachment 附件

Junk mail 垃圾邮件

CC- Carbon Copy 抄送

BCC- Blind Carbon Copy 暗抄送

I want to set up an -mail account.

我想申请个电子邮件帐户。

What’s wrong with my e-mail? It can’t get through.

出什么问题了？我的邮件怎么发不出去了？

Could you please check the e-mail for me?

能帮我查收一下邮件么？

The e-mail you sent yesterday was returned as undeliverable. Maybe you should check the address.

你昨天发的邮件被退回来了。你是不是应当查查地址是否正确。

找份好工作的\'秘诀

找工作难，找份满意的好工作更难。你有没有纳闷过：为什么有些人就能找到好工作，而自己就不行呢？其实这个道理也不难。下面我们就一起来看一看找份好工作的秘诀。

Firstly, to renew your knowledge structure as soon as possible. The main differences between those educated people and those uneducated people are the WAY of THINKING and the self-educating skill. Meanwhile, the Internet gives everybody an unprecedented chance to search all the resource you need.

Please NOTICE the language and computer skills are only the 2 basic tools in a successful career although those 2 skills also need to be improved practically. If you just count on them, you have to face the boring work day after day.

Of course, I can\'t give you the details about what kind of knowledge you might need because different people have different interests in their careers and I don\'t want to mislead you. To me, Management, Economy, Finance, Politics, Military, History, Sports and arts. However, you may have your choices.

Secondly, the more important aspect is your OVERALL ABILITY. That means what kind of person will be welcomed by the society.

Here are the eleven aspects of the overall ability required for a manager position:

1. Work experience related to management

2. Potential for growth

3. Ability to work with others, (Superiors, peer, and subordinates)

4. Competence in area of responsibility or specialization (technical/organizational skills, attention to detail, ability to complete assignments)

5. Personal initiative, motivation

6. Integrity

7. Analytical ability

8. Facility with English

9. Written communication skills

10. Oral communication skills

11. Potential for success as an effective and inspiring upper-level manager

Hope the information can be helpful to you.

**写email正式的格式范文英语21**

老师，我赞美您！您就像蜡烛默默地燃烧了自己，让我们在茫茫得学海中知道方向。老师，我赞美您！你是辛勤得园丁，辛勤培育着祖国的花朵，让这些花朵茁壮成长。

我的课外班老师魏老师，她教会了我许多英语的知识，关于课外英语的词语和句子。如果我有不会的，她会细心地讲给我听，如果我会了，才会对我微笑着说：^v^你真棒！″

我记得有一次上完课，老师随便挑了几个同学放学留下来复习今天学的和昨天学的句子。挑中了我，放学啦，我和那几个同学留了下来，老师他是提问我们今天学的和昨天学的内容。到了我，我把今天学的内容和昨天写的内容都说的出来，可是今天有一句英语句子我不太理解，魏老师就坐到我旁边细心地给我讲解着，我还是不太懂，老师又给我讲了个笑话，把这句话移到笑话中，让我慢慢理解。最后在魏老师的细心辅导下，我终于理解这句话的运用。老师微笑的对我说：“你可真是个爱学的孩子呀。”老师在细心的辅导我，我也坚持不懈的学习着，这让我学习了很多英语的句子。但是魏老师突然辞职了，我们可能永远见不到她了。魏老师我赞美您，敬佩您，但是我更感激您。我想对您说：“您辛苦了。”

是啊，^v^老师^v^这个美丽的字眼值得很多人敬佩！

**写email正式的格式范文英语22**

投诉/抱怨信

Dear Sir,

I saw your advertisement for “the perfect lighter” in Sunday Times last week and immediately sent off a ￡2 postal order and the completed form for the lighter.

Imagine my surprise when all I got in return was a box of matches! I could understand a mistake. I might even pardon a joke. But in this case, your advertisement is a deliberate lie since a friend of mine who also sent the coupon got the same result.

I think it\'\'s a shame to promise an economical lighter when in fact you are not selling a lighter a1 all. Instead of saying it works quickly, you should admit that you are offering matches. And what about “only” ￡2: I usually pay 10 pennies for a box of matches, and they are often given away free.

I regard your advertisement as a serious deception and demand that you send me my money back immediately. Otherwise I will take active steps to make sure the Consumers\'\' Association hear about it.

Yours faithfully,

Peter Li

Dear Sir,

I am highly disappointed in the proposed -05 budget cuts to educa1ion. Taking away basic aid status and slashing our school budgets is a recipe for educational disaster in our school. The future lies with our children. They must have access to high quality educa1ion.

My husband and I have worked hard to be able to live in a school district that provides high quality education for our children. Cutting funding in districts like ours will have a negative impact on property values.

The school that my daughter attends is hardly wha1 I would describe as a “rich” school. Parents are asked to pay for books for all the classes, science supplies and for their students to participate in the performing arts among other items. If our school is to remain a world leader in technological development, cutting our school funds is the worst possible choice to make.

Education funds should not be perted away from education.

Yours faithfully,

Tom Williams

**写email正式的格式范文英语23**

Dear Mr. Black，

I have applied for admission to Harvard University. As I have no relatives in the United States and I have no enough money for the tuition. I must find a financial guarantor. You know, in applying for a student visa, an affidavit to support must be submitted from an inpidual who will assure this opportunity. It plays an important role for my chance to enter the Harvard University. Could you do me a favor to be my financial guarantor. If I really have the chance of coming to the U. S., I will undertake part-time employment to cover all the living expenses.

Please write to me soon.

Yours sincerely,

×××

**写email正式的格式范文英语24**

介绍信

Letters of Introduction Dear Mr. / Ms.,

This is to introduce Mr. Frank Jones, our new marketing specialist who will be in London from April 5 to mid April on business.

We shall appreciate any help you can give Mr. Jones and will always be happy to reciprocate.

Yours faithfully

**写email正式的格式范文英语25**

1、星期和日期写在左上角，天气写在右上角 。

2、日期格式，美式英语中通常以月、日、年为顺序，月份可以缩写，日和年用逗号隔开。例如：December 18, 20\_或者Dec. 18, 20\_。

3、如果要写星期，星期要紧挨日期，它既可以放在日期前面，也可以放在日期后面，星期也可以省略不写。星期和日期之间不用标点，但要空一格，星期也可缩写。例如：Thursday Dec. 18, 20\_或，20\_ Thursday

4、天气情况必不可少。天气一般用一个形容词如:Sunny, Fine, Rainy, Snowy等表示。天气通常位于日记的右上角。

5、内容随意，也没有特定的格式。

英语日语不仅仅是自己当天生活的记录和思考，它同时可以锻炼英语表达，不过刚开始写英语日记的时候，我们一般都是直接把自己大脑中中文的思想翻译成英文进行书写。日复一日、年复一年的坚持之后，在某个写日记的瞬间，你会惊奇的发现，自己不是再强行翻译了，而是直接用英语在记录、在表达。

**写email正式的格式范文英语26**

头发卷着，中等身材，不胖不瘦，记忆力很好，到处叫人称赞。

一次上课，有个同学总是不专心，英语老师就想让她中午去四年级去吃饭，结果没有时间。三天过去了，英语老师又让那个同学站起来，然后就说：“刘老师很严格，你动一点点我也能看到，就要扣你们组的分！”为了这句话，我们班没有一个再走神的人，一个个都像小士兵一样非常认真。因为，我们相信刘老师的话啊！

刘老师也会表扬人，她从不偏心，你表现好就会表扬你，不管你成绩好差。有些人虽然各各方方面都很厉害，但是表现不好就批评你。记得有一次，一个上英语课也不专心，总是被刘老师扣分。到了最后，他认真学习，为自己争了口气，就受到了刘老师的表扬。

你喜欢我们的英语老师吗？她会使你的坏毛病统统改掉。

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