# 海文名师：考研英语小作文冲刺急训之介绍信（精选五篇）

来源：网络 作者：紫陌红尘 更新时间：2024-07-24

*第一篇：海文名师：考研英语小作文冲刺急训之介绍信海文名师：考研英语小作文冲刺急训之介绍信来源：万学教育海文名师：考研英语小作文冲刺急训之介绍信万学海文距离最后的考试只有近两个月的时间，最后的冲刺序幕正式拉开。英语复习到这个阶段，最重要的就...*

**第一篇：海文名师：考研英语小作文冲刺急训之介绍信**

海文名师：考研英语小作文冲刺急训之介绍信

来源：万学教育

海文名师：考研英语小作文冲刺急训之介绍信

万学海文

距离最后的考试只有近两个月的时间，最后的冲刺序幕正式拉开。英语复习到这个阶段，最重要的就是作文。要想在最后的考试成绩中脱颖而出，现阶段就必须要把精力放在分值占在30分的写作上。

考研英语中大作文的要求是内容切题、表达清楚、文字连贯、句式多变和语言规范。小作文考察点在信息点的覆盖、语言的准确性、文章组织的连贯性上。

其中小作文占10分，分为求职信、祝贺信、道歉信、询问信、推荐信、感谢信、邀请信、辞职信等等二十多种应用文。每个类别都有相对固定的语言模式，都有固定词语要求。介绍信是社交书信中较常用的，一般是向收信人介绍第三者并希望得到他的支持、帮助或者照顾。根据介绍人、被介绍人与收信人之间的关系以及介绍的目的，可以分为普通社交介绍信和公务介绍信两种。

公务介绍信往往比较正式，有一定的规律可循。介绍信一般都包括：第一部分详细叙述被介绍人的情况，如姓名、年龄、学历等;第二部分说明情由，即被介绍人此行的目的;第三部分写明被介绍人希望得到哪方面的帮助并向收信人致谢。

写作“三步曲”：

说明被介绍人的身份→提出希望收信人做的事情→像收信人表示感谢或者表示希望能合作愉快。

注意：

语言上介绍信应措辞礼貌得体，对被介绍人的说明应简洁明了、重点突出。范文解析：

Directions: Your close friend in college, Li Ming, is going to pursue his postgraduate study in the foreign university where you studied before.Write a letter of no less than 100 words to your former teacher Professor Smith to introduce Li Ming’s characters and so on, expressing your hope for help from Prof.Smith.Do not sign your own name at the end of the letter.Use “Wang Hua” instead.Do not write the address.Dear Prof.Smith,I take great pleasure in introducing to you Mr.Li Ming, my classmate and best friend.He is going to pursue his studies as a postgraduate in your university after his graduation here.We’ve lived and studied together for almost four years.No friend deserves so much love and respect as he does.His performance in the school years

was outstanding.In addition, he has a very pleasant personality and staying with him is always pleasant.Will you please give him some guidance regarding the postgraduate entrance examination? If it is convenient, could you introduce him to the future tutor? It would be appreciated of you can give him some help.Yours truly,Wang Hua

◆常用句式：

1、Please allow me to introduce one of my best friends to you.请允许我向您推荐我最好的朋友。

2、I am writing to introduce Li Ming, one of my college classmates in Beijing.我写信是要介绍我在北京时的大学同学李明。

3、I am very glad to have this chance to write to you to …

很高兴能有这次机会向您写信……

4、I take pleasure in introducing to you the bearer Mr.Li.很高兴能向您介绍这封信的持有者李先生。

5、The bearer of this letter is Mr.Li whom I personally know to be a most deserving person for your position.这里介绍的这封信的持有者李先生，我个人认为是这个职位的最佳人选。

6、Thanks for your attention and hope to receive your reply.多谢您的关注，希望能收到您的回复。

7、It would be appreciated of you can give her some help.如果您能给他提供帮助，我将不胜感激。

8、I would be most grateful of 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通过……和我联系，我将非常感谢。

9、In addition, I want to express my sincere thanks for your attention.另外，真诚地感谢您的关注。(来源：万学海文)

**第二篇：海文名师：考研英语小作文冲刺急训之祝贺信**

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万学海文

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祝贺信是由于某种原因向收信人道贺的信件，一般包含三个部分：1． 点明要祝贺的事情，并向对方道贺；2． 详述祝贺的事情；3． 再次祝贺。祝贺信除了向对方道贺以外，还可表达祝福、期望等。语言应热情洋溢，满怀喜悦。

写作“三步走”：

说明事由并表达自己忠心的祝贺（首段）—>展开事件评论，赞扬收信人（主体段落）—>再次表达良好祝愿（结尾段）

注意：

在写作主要内容的时候，可以重点赞扬一下当事人的优秀能力和取得成就的原因，并展望他将来的美好发展前景等。范文解析：

Directions: Write a letter to your best friend Li Ming, congratulating him on accepting admission to a postgraduate program.You should write about 100 words on ANSWER SHEET.Do not sign your own name at the end of the letter.Use“Wang Hua”instead.Do not write the address.Dear Li Ming, I am writing to convey my warm congratulations on your admission to a postgraduate at Beijing University.I must say that I was not surprised to hear this good news.I know that you have been desirous of furthering your study in a prestigious university and how industrious and perseverant you have always been in order to realize this dream.I am delighted that the four years of your hard work has finally been rewarded in this way.It is obvious that you will have a wide-open future ahead of you.Congratulations again.I wish you all the best in your future life and study.Sincerely, Wang Hu ◆常用句式

1、Heartfelt congratulations on„ 真心祝贺„„

2、Congratulations, all of us feel proud of your remarkable achievements!祝贺你，我们都为你所取得的巨大成就感到骄傲。

3、I am so happy to hear that„ 听到„„我真的非常高兴。

4、I write to congratulate you upon„ 我写信来祝贺你„„

5、I offer you my warmest congratulations on your„ 对于你的„„我表示热烈的祝贺。

6、I wish you still further success!预祝你取得更大的成功！

7、We look forward to bragging about you in the years ahead.我们希望在未来的岁月中能骄傲地谈起你。

8、Please accept our sincerest congratulations and very best wishes for all the good future.谨向你表示由衷的祝贺和美好的祝福。

9、Congratulations to you on being awarded the prize/getting the scholarship.祝贺你荣获此奖项、获得奖学金。

10、May lasting happiness and joy be yours/with you forever.愿幸福和欢乐永远伴随你！

11、I take pride in your achievements and would like to avail myself of this opportunity to extend my best wishes for your success.对你取得的成就我深感自豪，我愿借此机会对你的成功表示由衷的祝贺。

**第三篇：海文名师：考研英语小作文冲刺急训之感谢信**

海文名师：考研英语小作文冲刺急训之感谢信海文名师：考研英语小作文冲刺急训之感谢信

万学海文

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写作“三步曲”：

表达感谢之情及原因→提及曾受过什么帮助或者说明喜爱礼品的原因→再次表达诚挚的谢意。

注意：

表达感谢时要情真意切，不能过于夸张;结尾处最好表达希望回报对方的愿望，更显真诚。

Directions: You have just celebrated your birthday and your university classmate Jack has sent you an MP3 as the gift for your birthday.Write a letter to express your thanks to him.Write the letter with no less than 100 words.Do not sign your own name at the end of the letter.Use “Wang Hua” instead.Do not write the address.Dear Jack,I am writing to express my sincere thanks for the MP3 you sent to me as my birthday gift last Sunday.How considerate and wonderful of you to remember my birthday.It’s one of the most wonderful gifts I’ve ever got and I like it very much.You have a positive genius for selecting the right gift!

The four years I spent with you at university has always been the most pleasant period in my life.I will cherish this memory forever.How nice it would be to see you again.I am looking forward to getting lots of use out of your thoughtful and practical birthday gift.Sincerely yours,Wang Hua

◆常用句式：

1、I am writing to express my thanks for…

我写这封信是为了表达我对……的谢意。

2、I would like to convey in this letter my heartfelt thanks to you for…在信中我要为……向您表达我诚挚的谢意。

3、Many thanks for all the good things you have done in helping us to…非常感谢您为帮助我们……所做的一切。

4、I would like to take this opportunity to express my great appreciation for your timely help and assistance.借此机会感谢您给予我们的及时帮助和支持。

5、Nothing will be able to erase our wonderful memories, and we will nurture/cherish them forever.没有什么能抹掉我们美好的记忆，我们会永远铭刻在心。

6、Thanks again for you kind help.对您的帮助再次表示感谢。

7、My true gratitude is beyond any words/description.感激之情溢于言表。

8、Please accept my thanks.请接受我的谢意。

10、Your help is very much appreciated by each one of us.对于您的帮助，我们每个人都心存感激。

**第四篇：海文名师：考研英语小作文冲刺急训之简历**

海文名师：考研英语小作文冲刺急训之简历

万学海文

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简历是个人经历的书面表达形式，应包含个人信息、教育背景和工作经历。

有时还可包含事业目标、其他经历、获奖情况和特长等。

范文解析：

Directions: Suppose you are an accountant major and going to apply for a

position as an accounting manager.Write a resume of about 100 words to give specific information of your education background, work experience and so on.Do not use your own name, use “Wang Hua” instead.Do not give your real personal data.RESUME

PERSONAL DATA

Name: Wang Hua

1234, West 67 Street,Carlisle, MA 01741,(123)-456 7890,Email:

OBJECTIVE

Seeking a position as an Accounting Manager where extensive experience will be further developed and utilized.CAREER PROFILE

▪ Detail-oriented, efficient and organized professional with extensive experience in accounting systems.▪ Consummate analytical and problem-solving skills, with the ability to make well thought-out decisions.▪ Excellent written and verbal communication skills.▪Highly trustworthy, discreet and ethical.▪Resourceful in the completion of projects, effective at multitasks.WORK EXPERIENCE

▪2024-Preseent Working as the Accounting Manager in Glen Dara Construction Co., Cambridge, MA

▪2024-2024 Working as an Accounting Assistant in Stonepark Web Design Inc., Boston, MA

▪2024-2024 Working as an Administrative Assistant in Lancer Industries, Copley, Boston, MA

EDUCATION BACKGROUND

BS in Computer Science:

Boston College, Boston, MS 2024-2024

BS in Accounting:

Boston University, Boston, MA 2024-2024

COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.◆常用句式：

1、Seeking a position as …where extensive experience will be further developed and utilized.寻找……的职位，从而使自己丰富的经验得到进一步发挥和利用。

2、Seeking an entry-level position within…

在……找一个初级职位。

3、To gain employment with a company where my leadership experience and

knowledge, especially in the area of…

谋求一个能充分发挥本人领导经验和知识水平（尤其是在……领域）的公司职位。

4、Had 3 years of experience in construction industry.有三年建筑业工作经验。

5、Learned valuable skills which can be applied to…

学习了可应用到……的有价值的技能。

6、Other interests include Aircraft Model making and design, carpentry and tool making.其他兴趣爱好包括飞机模型设计和制造以及木工和模具制造。

7、Excellent ability in WordPerfect, Microsoft Word…

精通WordPerfect, Microsoft Word……

8、Proficient in Microsoft Word, Excel, Access, PowerPoint…

精通Microsoft Word, Excel, Access, PowerPoint……

9、Fluent in spoken and written English, reading knowledge of Japanese and French.能熟练用英语说、写，用日语、法语阅读。

10、Participated in a two-week course in…

曾参加过为期两周的……课程学习。

**第五篇：海文名师：考研英语小作文冲刺急训之辞职信**

海文名师：考研英语小作文冲刺急训之辞职信

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提出辞职→说明原因，表示遗憾或者感谢→期待回复

注意：

语气一定要诚恳，尤其是要表达遗憾的心情，同时对于原雇主曾给自己这份工作机会表达感激之情。

范文解析：

Directions: You have worked in a Non-Governmental Organization for several years, but now you need to quit the job because you are moving to another city with your family.Write a letter to your boss Mr.Smith to tell him your decision and the reason, and our appreciation for the work experience in this agency.You should write about 100 words on ANSWER SHEET2、Do not sign your own name at the end of the letter.Use “Wang Hua” instead.Do not write the address.Dear Mr.Smith,I am sorry to inform you by this letter that I plan to resign my present job in the next month.The main reason is that I will move to Qingdao to live permanently with my family, as Qingdao is my hometown.Looking back upon my five-year experience in this organization, I have had a very happy and enjoyable time working with you and other colleagues, from whom I have received lots of help and have learnt much.Please accept my sincere gratitude, as well as my regret for not being able to serve here any longer.Yours faithfully,Wang Hua

◆常用句式：

1、I am writing to inform you about my decision to resign from my…我写信是要告诉您我决定从……辞职了。

2、I have accept an offer by another firm and have decided to tender my resignation.我意见接受另一个公司提供的职位，并且决定辞职。

3、My best wishes for the company’s continued growth.祝公司生意兴隆，蒸蒸日上。

4、Please feel free to contact me at any time if I can be of further assistance in helping with a smooth transition.如果我能为实现平稳的工作交接提供帮助，请随时联系我。

本DOCX文档由 www.zciku.com/中词库网 生成，海量范文文档任你选，，为你的工作锦上添花,祝你一臂之力！