应用文写作

城市博物馆正在举办中国文物（relic）展，并将接待一所国际学校的留学交换生（exchange student）到博物馆参观。假设你是李华，你在博物馆官网上看到需要招聘志愿者的公告，请给博物馆写一封电子邮件申请做一名志愿者。

内容包括:

 1. 写信目的

 2. 个人能力优势

 3. 能做的事情

注意: 1. 写作词数应为80左右；

 2. 请按如下格式在答题卡的相应位置作答。

Dear Sir or Madam,

My name is Li Hua

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Yours ,

Li Hua

写作提纲

第一段：开篇表明写信目的，说明在博物馆官网看到招聘志愿者公告，表达自己想要申请成为中国文物展志愿者的强烈意愿，简单介绍自己，引出下文。

第二段：详细阐述个人能力优势。从语言能力（如英语流利，能与留学交换生顺畅交流）、对文物的了解（熟悉中国历史文化和文物知识）、沟通能力（擅长与人交流，能解答参观者疑问）、责任心（对待工作认真负责）等方面展开，结合自身经历说明这些优势 。

第三段：说明自己能做的事情。例如，为留学交换生进行专业的文物讲解，引导他们参观展览；协助维持现场秩序，保障参观活动顺利进行；在参观结束后，收集反馈意见，帮助博物馆改进服务等，最后再次表达期待获得机会的心情。

短语积累

see the announcement：看到公告（发现志愿者招聘信息）

apply for：申请（表明申请志愿者职位）

have a strong passion for：对…… 有强烈的热情（描述对文物的热爱）

be fluent in：在…… 方面流利（形容语言能力）

be familiar with：熟悉（对文物知识或相关工作的了解）

cultural relics：文物（展览核心对象）

exchange students：交换生（服务对象）

communicate with：与…… 交流（日常工作内容）

answer questions：回答问题（为参观者提供帮助）

maintain order：维持秩序（保障参观现场有序）

provide guidance：提供指导（引导参观流程）

collect feedback：收集反馈（协助博物馆改进）

take on the responsibility：承担责任（对待工作的态度）

a wealth of knowledge：丰富的知识（形容对文物的了解程度）

practical experience：实践经验（相关工作经历）

look forward to：期待（表达希望获得机会的心情）

make a contribution to：为…… 做出贡献（参与志愿工作的意义）

cultural exchange：文化交流（志愿工作带来的价值）

佳句

I’m writing to apply for the volunteer position at the upcoming Chinese cultural relics exhibition, as I saw the recruitment announcement on your official website.（我写信是为了申请即将举行的中国文物展览的志愿者职位，因为我在贵馆官网看到了招聘公告。）

I have a strong passion for Chinese history and cultural relics, and I believe this volunteer opportunity will allow me to share my enthusiasm with others.（我对中国历史和文物有着浓厚的兴趣，我相信这个志愿者机会能让我与他人分享我的热情。）

Being fluent in English, I can communicate effectively with the exchange students, ensuring they have a wonderful and informative visit.（由于我英语流利，能够与交换生进行高效沟通，确保他们拥有一次精彩且富有收获的参观体验。）

I am familiar with various Chinese cultural relics and their historical backgrounds, which enables me to provide detailed and accurate explanations during the tour.（我熟悉各类中国文物及其历史背景，这使我能够在参观过程中提供详细准确的讲解。）

With excellent communication skills, I can easily answer the questions raised by the visitors and help them better understand the charm of Chinese culture.（凭借出色的沟通能力，我能够轻松解答参观者提出的问题，帮助他们更好地理解中国文化的魅力。）

I have previous experience in volunteer work, and I am confident that I can take on the responsibility and complete the tasks assigned to me.（我有过志愿者工作的经验，我有信心承担起责任，完成分配给我的任务。）

During the exhibition, I will maintain order, guide the exchange students to different exhibition areas, and ensure their safety throughout the visit.（在展览期间，我将维持秩序，引导交换生前往不同的展览区域，并在整个参观过程中确保他们的安全。）

I’m willing to collect feedback from the exchange students after the visit, which can help the museum improve its future exhibitions and services.（我愿意在参观结束后收集交换生的反馈意见，这有助于博物馆改进未来的展览和服务。）

I understand the significance of cultural exchange, and I’m eager to make a contribution to promoting Chinese culture through this volunteer work.（我深知文化交流的重要性，渴望通过这份志愿工作为推广中国文化贡献一份力量。）

My love for cultural relics, combined with my language and communication skills, makes me a suitable candidate for this volunteer position.（我对文物的热爱，加上我的语言和沟通能力，使我成为这个志愿者职位的合适人选。）

I promise to serve the exchange students wholeheartedly, making their visit to the museum an unforgettable experience.（我承诺将全心全意服务交换生，让他们的博物馆之旅成为一次难忘的经历。）

If given the chance, I will spare no effort to provide high - quality service and fulfill my duties as a volunteer.（如果有机会，我将不遗余力地提供优质服务，履行志愿者的职责。）

I believe that my participation in this volunteer activity will not only benefit the exchange students but also enrich my own understanding of Chinese culture.（我相信参与这次志愿活动不仅能让交换生受益，也能丰富我自己对中国文化的理解。）

I’m looking forward to the opportunity to showcase Chinese cultural relics to the exchange students and facilitate cultural communication between different countries.（我期待有机会向交换生展示中国文物，促进不同国家之间的文化交流。）

Thank you for considering my application. I hope to have the honor of becoming a volunteer for this meaningful exhibition.（感谢您考虑我的申请。我希望有幸成为这次有意义展览的志愿者。）

写作示范

示范一

Dear Sir or Madam,
My name is Li Hua. I’m writing to apply for the volunteer position at the Chinese cultural relics exhibition after seeing the recruitment announcement on your official website. I’m a senior high school student with a strong passion for Chinese history and cultural relics.

I’m fluent in English, which allows me to communicate smoothly with the exchange students. Moreover, I’ve studied Chinese history for years and am familiar with many cultural relics’ stories. Last year, I volunteered at a local history museum, answering visitors’ questions. This experience honed my communication and problem - solving skills.

If selected, I’ll provide detailed introductions to the relics, guide the exchange students through the exhibition, and maintain order. I’ll also collect their feedback to help improve future events. I truly hope to contribute to cultural exchange and have the chance to be a volunteer.
Yours,
Li Hua

示范二

Dear Sir or Madam,
My name is Li Hua. Upon seeing the call for volunteers for the Chinese cultural relics exhibition on your website, I’m eager to apply for this position. I’m a college student majoring in history, and I’ve long been fascinated by Chinese cultural relics.

I possess excellent English - speaking skills, having participated in several international cultural exchange activities. I can clearly explain complex historical backgrounds to the exchange students. Additionally, I have a wealth of knowledge about Chinese cultural relics, from ancient bronzeware to delicate porcelain. I once organized a campus exhibition about cultural relics, which enhanced my exhibition - guiding ability.

If given the opportunity, I’ll not only offer professional explanations but also help the exchange students appreciate the cultural connotations behind the relics. I’ll assist in managing the flow of people and ensure a pleasant visiting experience. I sincerely hope to be part of this event and promote cultural exchange.
Yours,
Li Hua

示范三

Dear Sir or Madam,
My name is Li Hua. I’m writing to apply for the volunteer role at the upcoming Chinese cultural relics exhibition. I saw the recruitment notice on your official website and was immediately attracted by the opportunity to share Chinese culture with exchange students.

I’m proficient in English and have a good command of French, enabling me to communicate with a wider range of exchange students. I’ve been an active member of the school’s history club, researching and learning about Chinese cultural relics. I even won the first prize in a provincial cultural relics knowledge competition. My interpersonal skills are strong, as I often organize group discussions and activities in school.

As a volunteer, I’ll create engaging introductions for the relics, lead the exchange students on an interesting tour, and encourage their participation. I’ll also help with any emergencies during the visit. I’m really looking forward to making a contribution to this cultural exchange event.
Yours,
Li Hua

示范四

Dear Sir or Madam,
My name is Li Hua. I’m excited to apply for the volunteer position at the Chinese cultural relics exhibition after discovering the recruitment information on your website. I’m deeply interested in Chinese cultural heritage and eager to share it with international friends.

I’m fluent in English and have experience working as a translator for international events. I’ve spent a lot of time studying Chinese cultural relics through books and museum visits, so I can provide in - depth explanations. I’m also patient and good at listening, which helps me understand visitors’ needs and answer their questions thoroughly.
 If I’m selected, I’ll guide the exchange students through the exhibition, highlighting the unique features of each relic. I’ll help maintain a quiet and orderly environment. After the visit, I’ll collect their suggestions to improve future exhibitions. I sincerely hope to be a part of this meaningful activity.
Yours,
Li Hua

参考答案

Dear Sir or Madam,

My name is Li Hua. As an exchange student from China, I am studying in a local school. I am really delighted to learn that a guide for your Chinese cultural relic exhibition is required and I'm confident that I am truly fit for the position.

To start with, my advantage first lies in the fact that I used to be a volunteer in Shanghai Museum and quite familiar with Chinese relics. Furthermore, being an outgoing and optimistic boy, I am good at communicating with others and introducing Chinese culture to the world is always my honor and my pleasure.

I would really appreciate it if you can offer me the chance to be a volunteer in your museum. I am looking forward to your early reply.

Yours Truly,

Li Hua