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February 1, 2023

To who it may concern,

PARAGRAPH ONE: State the reason for the letter, name the position or type of work you are applying for and identify the source from which you learned of the opening (i.e. career development center, newspaper, employment service, personal contact).

PARAGRAPH TWO: Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application which summarizes your qualifications, training, and experiences. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

PARAGRAPH THREE: End the letter by thanking the employer for taking time to consider your credentials.

Sincerely,

A handwritten signature in black ink, consisting of a stylized, cursive name.

xxx

Position(Professor)

Department of Foreign Languages and
Literatures

Tsinghua University

xxxx@mail.tsinghua.edu.cn