**推荐信写作模板、写作框架及典型句式（学生版）**

**题型介绍**

推荐信（A letter of recommendation）为交际应用类写作中的一种，是一种正式书面文体，通常指为别人写的，介绍被推荐人的优势，希望能获得某个职位，工作，奖学金，入学资格等的信件。

**审题要点**

首先，要对书面表达的提示信息和题目要求进行审题，然后确定所写书面表达的体裁。注意不同的体裁一般需要采用与之对应的写作格式。推荐信为书面正式应用文体。

审题后确定框架如下：

第一段：说明写信目的，向对方推荐某人或某物；

第二段：介绍被推荐人相关经历和优势，或者是被推荐的事物的优点和作用；

第三段：重申向对方推荐的人或物，留下联系方式以备对方需要进一步的信息。

**推荐信的拆解分析**

1. **首段：引出话题，说明写信的目的：向对方推荐某人。（被推荐人的姓名）**

**常用首段模板句式：**

**（1）得知你正在寻找一位翻译/...，我很荣幸向你推荐...（姓名）（推荐工作）**

Having learned that you are looking for a translator/..., I’m honored to recommend...to you.

**（2）我非常荣幸推荐...进入清华大学学习。(推荐入学)**

It is my great pleasure to recommend ... for admission to Tsinghua University.

**（3）我很高兴为...写一封推荐信，以支持她/他申请今年的华为奖学金。（推荐申请奖学金）**

I'm very honored to write a letter of recommendation for...to apply for Huawei Scholarship this year.

**（4）根据她/他在……的表现，我觉得她/他是一个很好的候选人。**

Based on her/his performance in …, I feel she/he would be a good candidate.

1. **主旨段: 推荐信的中间段，也是最重要的部分，在这一段要详细说明被推荐人的相关经历和优势，令对方确信你所推荐的人能够胜任这个工作，资质合格。**

**常用主旨段句式：**

**（1）……极其聪明，学业成绩非常好。（介绍学习成绩）**

…is highly intelligent and has good academic performance.

**（2）……有很好的沟通/阅读……能力。（介绍个人能力）**

...has excellent communication/reading… skills.

**（3）就性格而言,...是一个纪律严明、勤奋的学生，性格开朗。（介绍性格优势）**

At a personal level, ... is a well disciplined, industrious student with a pleasant personality.

1. **他能够胜任.../对...充满热情/能够...**

He is qualified for.../ enthusiastic about…/capable of doing...

**（5）他有很强的责任感，与他一起工作很愉快。（责任心）**

He has developed a strong sense of responsibility, and working with him is always pleasant.

1. **结尾段：重申某人可以胜任该职位，如果需要更多信息，可随时联系，敬盼回复。**

**结尾段常用句式：**

**（1）如果我能提供任何进一步的帮助，或向您提供任何进一步的信息，请随时联系我。**

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

**（2）如你能对我的推荐加以考虑，我将不胜感激，期待你的回复。**

Your kind consideration of my recommendation will be highly appreciated, and I look forward to your positive reply.

**（3）所以我相信如果他/她得到这个职位，不会辜负你的期望/能做好工作。**

So I am sure/convinced that he/she can do the job well /live up to your expectations if he/she gets this position.

**（4）因此，我再次强烈推荐....她会对你的项目有非常积极的帮助。**

I would therefore highly recommend .... again and she would be an extremely positive assistance to your program.

**真题再现及范文点评**

假定你是李华,你的美国朋友Peter想提高中文水平,进一步了解中国文化。请给他写一封信,推荐学习资源。内容包括:

1.学习资源:报纸、杂志及其它途径;

2.推荐理由;

3.表达祝愿。

**【优秀满分范文】**

Dear Peter,

Hearing that you are eager to improve your Chinese and know more about Chinese culture, I’m very honored to recommend you some resources available.

Reading some popular mainstream newspapers and magazines, such as *People’s Daily* and *Readers*, is the first choice, from which you can get lots of information about what is happening in China and Chinese culture. In addition, there are other ways to experience Chinese language and culture on the Internet, on TV or with some apps. The interesting news and stories in these resources are so amazing that you will never feel bored. You can benefit a lot from them.

I sincerely hope that you can make more progress in learning Chinese and have a better understanding of Chinese culture.

Yours sincerely

Li Hua

**精选练习**

假设你是李华，你校外籍教师Williams 想暑假期间到中国各地旅游，需聘请一位旅游爱好者做他的导游。请写一封邮件推荐你的朋友李明给他，要点如下：

1. 写信的目的；

2. 介绍李明的优势；

3. 希望安排面试。

Dear Mr Williams,

Having learned that you need a tour guide when travelling around China, I strongly recommend my friend Li Ming to you.

Li Ming is a graduate majoring in English, which helps him communicate with you without any difficulty. Moreover, he is qualified for this position. What makes him admirable is that under no circumstance will he fail to cope with emergencies.

Should you favor him with the position, I’m convinced that he would live up to your expectations. I hope you can schedule an interview with him at your earliest convenience. Please contact me at 010-6856 77888.

Yours

Li Hua