

?????!(???)????????????????????bill(??/??/??)??the house(??/??)?

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????????????????????????????????~

1???

1. Let me introduce myself. / Let me do some introduction. ??????????

2. Which aspect do you want to know about me? ????????????

3. What do you want to know about myself? ????????????

4. It is really a great honor to have this opportunity/chance to introduce myself. I would like to answer whatever you may raise, and I hope I can make a good performance today.

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2?????????

1. I noticed that you advertised a job in this morning's paper. ??????????????????????

2. I'm coming for your advertisement for ??????????????.....?????

3. I have applied for the position of?????????.....???

4. I haven't done anything like that before. ??????????????

5. I think I'm quite fit for assistant's job. ??????????????????

6. I used to work as a sale's manager. ????????????

7. I'm quite familiar with editing. ????????????

8. I want a job with a vacation every year. ??????????????????

9. I was thinking of a job in a school. ??????????????

10. I worked in the accounting section of a manufacturer of electrical products. ??????????????????????

11. I have been for over five years in teh employ of an exporting company. ??????????????????????

12. I have been in the business for the last ten years, and worked as the superintendent in the personnel department. ??????????????????????

7. I love playing tennis.

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