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1、 I am a good accountant and have a thorough knowledge of the English language. 我是一个优秀的会计员，同时深信对英文颇为熟练。 2、 For the past five years, I have been engaged as a correspondence clerk. 在过去三年，本人一直担任对外书信主稿。 3、 I am able to take dictation in English and transcribe them rapidly into Chinese. 我会英文的口授笔记，同时能立即将其改写成中文。 4、 For the past three years, I have served as a private secretary to Mr. T. Tang whom you know well, and whose public works have been heralded all over Hong Kong. 在过去三年，本人一直担任唐梯先生的秘书。对于唐梯先生，阁下必定知悉，同时唐先生的事业早已为市民所熟知。 5、 Being well acquainted with office works, I could make myself generally useful, should there be any opportunity of your requiring my services. 本人对公司一般业务非常熟悉。如有机会为贵公司服务，本人相信，对一般事务必能胜任。 6、 I have received an English education, and have a slight knowledge of Spanish. I took a Spanish course in college. 本人接受英文教育，同时略通西班牙文。大学时，我选修了一门西班牙文。 7、 I have been at the City Commercial College, where I have acquired a knowledge of English, mathematics and elementary business practice. 本人曾在城市商专学英文、的数学以及初级商业实务。 8、 I have just left school, but have a good knowledge of English. 本人虽刚离开校门，但对英文颇有基础。 9、 I can write

shorthand at the rate of 120 words per minute, and typewriting at 55 words English. 本人能速记，每分钟速度为120字，英文打字则每分钟55字。 10、 I have received a good education, and know English, Spanish and shorthand. 我曾接受良好的教育，熟悉英语、西班牙语以及速记。 11、 I have a fair knowledge of shorthand, and can write ninety words per minute. 本人熟悉速记，每分钟速度90字。 12、 At school I won a schoarship and the first prize in speech contest. 求学中，我曾获得奖学金及演讲比赛冠军。 13、 I am a graduate of Hong Kong University, and have in addition the M. A. degree from UCLA. 本人毕业于香港大学，并在加州大学获得文学硕士学位。 14、 I am just over twenty-four years of age and have left school about two months ago, during which time I have been striving to make myself proficient in shorthand, and typewriting, and have attained a speed of ninety and sixty words a minute respectively. 本人刚满24岁，两个月前离开校门，求学期间努力于速记与打字，现在速记及打字各为每分钟90字与60字。 15、 Since leaving school, I have attended the Typewriting and Shorthand classes, and hve now attained a speed of fifty and ninety words respectively. 离开学校后，我参加速记与打字班，而今已达到打字50字，速记90字的速度。 16、 I am at present a trainee in the Liner Shipping Company. 我现在大丸船运公司服务，任见习员。 17、 I am a graduate of Yu Da Commercial School, and hve recently completed the business course at the T. Unviersity of Commerce. 本人毕业于玉达商校，日前即修完T大商业科。 18、 My education is as follows: A full, three year commercial course in the U-D High School. From this school I

graduated with honour in June, 1975. 我的学历如下：育达高中毕业，修完三年课程，商科，1975年6月从这个学校的商科毕业，成绩优等。 19、 I have a good knowledge of bookkeeping by double-entry. 本人对联单记帐十分熟练。 20、 For all the time I was in their employ, I had the sole charge of their correspondence. 在该公司服务时，本人负责全部对外通信。 100Test 下载频道开通，各类考试题目直接下载。 详细请访问 www.100test.com