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面试时总要说上那么几句，一般去了面试的公司以后，里面的接待人员都会主动问一些问题，先来看看下面这个对话吧：A：Can I help you? 有什么事吗？B：Yes. Ive come to apply for the position as an office secretary. 是的我是来应聘办公室秘书一职的。A：Im Smith, the clerk of Human Resources Department. Whats your name? 我是史密斯，人力资源部秘书。你叫什么名字？B：My name is Wang Fang. Mr. Smith, how do you do? 我叫王芳，史密斯先生，您好。A：Nice to meet you, Miss Wang. We have received your letter in answer to our advertisement. I would like to talk with you regarding your qualification for this interview. 很高兴认识你王小姐。我们已经收到你的应聘信，我想和你谈谈关于你应聘的事情。B：Im very happy that I am qualified for this interview. 能有机会参加面试我感到很荣幸。A：Now, talk something about yourself, please. 哦，现在请谈谈你的个人情况吧。B：Well, my name is Wang Fang. W-a-n-g Wang and F-a-n-g Fang. I was born on May 17, 1982.好的。我叫王芳，W-a-n-g 王，F-a-n-g 芳。我出生于1982年5月17日。... Words & Expressions: interview: 面试 resume: 简历 office clerk: 办公室秘书，即文员 birthday place: 出生地 graduated ... from: 毕业于 domicile place: 户口所在地 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