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In this conversation, Sally Fraser, a Human Resources officer for a medium-size hotel on the West coast, is interviewing Victoria Jones for a position as night manager. Sally: I see from your resume that you certainly have the educational background and work background to handle this job. In fact, you seem to be somewhat overqualified for this job. It ' s not as high a position as head manager of a major hotel like you had on the East coast. Why are you applying here? Victoria: From what I know, your hotel is very progressive and in a good position for expansion, and I think I can help you do that. I consider time management to be one of my key strengths. As night manager, I think I can maximize my time to ensure that night operations run at top efficiency, and at the same time help you to plan your expansion. Sally: I ' m impressed with your advance knowledge of our business. Your cover letter shows that you ' ve done your homework, and you have all the qualifications we ' re looking for. But I ' m still a little worried that you ' ll leave if a higher position opens up at a more prominent hotel. Victoria: I came to the West coast for a change of pace. The night position suits my goals for the present, and I ' m looking forward to the challenge of helping to make your hotel one of the key players here. Sally: I like your attitude, and it looks like you ' re the person for the job. The position ' s open two weeks from Monday.

Can you start then? Victoria: No problem! 中：在以下这段会话中，来自西海岸一家中等档次旅店人力资源部的Sally Fraser正在就夜间服务部经理一职对Victoria Jones进行面试。 Sally: 我从你的简历中看出，你有足够的教育背景和工作经验来接手这份工作。事实上，你的能力有点太突出了。我们这里的职位不像你在东海岸的大宾馆工作时所担任的总经理那样高。那你为什么要应聘在这里工作呢？ Victoria:据我所知，你们的宾馆发展很快，业务扩展进程也进行得很顺利，我想我在这方面可以助你们一臂之力。我认为时间管理是我的强项之一。作为夜间服务部经理，我想我能最大限度地利用我的时间来保证宾馆夜间服务工作以最高效率运行，同时我还能帮助扩展你们的业务。 Sally: 你对我们业务情况的预先了解给我留下了深刻的印象。你的说明信表明你做了预先的准备工作并且具备我们需要的一切资质条件。但我还是有点担心如果另一家更优秀的饭店向你提供更高的职位，你就会离开了。 Victoria: 我来西海岸是为了改变我的生活节奏。这项夜间工作正适合我目前的目标，我期待着迎接挑战来帮助你们成为本地最重要的饭店之一。 Sally: 我欣赏你的态度，看起来你是最合适这份工作的人了。这个职位在下周一后的两个星期就空下来了。你到时候能开始工作了吗？ Victoria: 没问题。

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