

经典面试英语系列对话练习（1）PDF转换可能丢失图片或格式，建议阅读原文

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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。.....

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