

**Hello! Good morning. My name is Maria Dolores**

Nice to meet you, Maria Dolores.

**Nice to meet you too, I'm here about the secretary's job**

Well, I want to know a little about your personal information

**Of course**

How old are you, Dolores?

**I'm twenty two years old**

Are you single or married?

**I'm single**

Do you have children?

**No, I don't have children**

Where are you from?

**I'm from Cortazar**

Actually, where do you live?

**I live in Celaya**

Where did you go to school?

**At the Instituto Tecnológico de Celaya**

What was your last job?

**I worked in an office post**

How do you get to work?

**I take a bus**

Do you practice some sports?

**Yes I do, I practice swimming**

Ok. Now I will ask about abilities. How many languages do you speak?

**I can speak two languages, Spanish and d English very well.**

Can you use the computer?

**Yes I can type the information and surf the net too.**

And can you write the documents in the computer too?

**Yes I can, I do very fast.**

Oh. Very good! I call to you

**Thanks**