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The world of work: sample writing task

You are applying for a part-time job with an employment agency. Part of your application is to write a personal profile stating the field in which you would like to work and describing your skills, experience and personal qualities.

تَقَدَّمتْ إِلى عَمَلٍ بِدَوَامٍ جِزْئِيٍّ عَن طَرِيقِ مَكْتَبِ اللِّتَوَظِيفِ. اِكْتُبِ/اِكْتُبِي سِيرَتَكَ الذَّاتِيَّةَ تُوضِحُ/تُوضِحِينَ فِيهَا العَمَلَ الَّذِي تَرُغِبُ/تَرُغِبِينَ التَّقَدُّمَ إِليهِ وَالْمَهَارَاتِ وَالخِبْرَاتِ وَالْمَزَايَا الشَّخْصِيَّةَ الَّتِي تَتَحَلَّى/تَتَحَلِينَ بِهَا.

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