

My profile: introduction

Complete these sentences about yourself:

- 1 My name is and I live (+ town)
- 2 I'm a/an (+ job) | I work as a/an(+ job)
- 3 I work for (+ company)
- 4 I have been in the (company) for (how long)
- 5 I'm responsible for
- 6 What I like most on my job is

My company profile

Name of the company	<i>My notes</i>
Foundation (when, by whom . . .)	
Location (HQ, branches etc.)	
Business activity (products/services etc.)	
Size (employees, turnover . . .)	
Main strong points	
Current activities	
Plans for the future	
Other information	