



# 英文面試、履歷與求職信撰寫

商英名師♥洪欣 Olivia♥老師

新多益滿分 990，授課經驗豐富獨到，擁有舉辦上百場全台校園企業大型演講、教育部全國英文教師師訓課程，擔任行政院勞委會職訓局特聘英文講師及全國各大專院校、台積電、晶元光電、加拿大商星力達、台大、政大商學院、經理人月刊、外貿協會、財團法人光電科技協會等企業多益、商英培訓講師等相關經驗！

§ 美國長春藤名校—賓州大學英語教學碩士 University of Pennsylvania

§ 榮獲世界第一華頓商學院專業商用英文教學證書

§ 國立政治大學英國語文學系學士、獲教育部合格英文科教師證書

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§ 獲邀至行政院勞委會職訓局、教育部全國高中職英文教師師訓、中華民國大專生涯發展協會、國防部、經濟部水利署、台大、政大、清大、成大、台北科技大學、台北大學、銘傳、海洋、實踐、景文科大、中華、新竹教育大學、玄奘、靜宜、逢甲、中山醫學、中興、中山、中正、東華、慈濟、朝陽科大、台中技術學院、虎尾科大、台南高商、新民高中、居仁國中、耕莘專校、佛教慈濟醫院、康橋雙語實驗中學、燁聯鋼鐵集團、台積電、晶元光電、加拿大商星力達、外貿協會、財團法人光電科技協會、四零四科技各大知名企業進行英語演講及師訓

§ 全台各校園、企業商務英文培訓講師及全國國小高中大學英文師訓名師

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♥英文學習部落格：<http://blog.xuite.net/oliviahong1010/twblog>



## I. 全球500強企業熱門面試必考題

1. Tell me about yourself.
2. Why do you want to work here?
3. How much do you know about our company?
  - What do you know about the position we have open?
  - Who do you think are our three major competitors? Do they have any advantages over our company?
  - What about our product or service interests you the most?
  - What trends do you see in the future for our company?
  - What interests you about our company?
4. Why should we hire you?
5. Why are you interested in this job?
6. Why did you leave your present job?
7. What are your best skills?
8. What are your greatest strengths and weakness?
9. Do you prefer working as a member of a team or would you rather work alone?
10. What is the biggest challenge (disappointment) that you have ever faced? How did you handle it?
11. What do you consider the most significant accomplishment in your entire career?
12. What do you look for in the job? (career goal)
13. What interests do you have outside of work?
14. What are your salary expectations?
15. Are you willing to travel?

### 1. Tell me about yourself.

Purpose: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (PAW)

→ Are you a good fit for the company and the specific position?

#### Strategies:

- a. what you have gained from your education or experiences—your strengths: skills, traits
- b. your career goal (contribution)
- c. provide examples to back up your claim!  
E.g. I'm an analytical problem-solver. Examples?

**◎求職必勝三部曲之魔版現身!****Module 萬用句模版 1: Tell me about yourself.**

**I have been in** the customer service industry for the past five years. **My most recent experience** has been handling incoming calls in the high tech industry. **One reason I particularly enjoy this business**, and the challenges that go along with it, is the opportunity to connect with people. In my last job, I formed some significant customer relationships resulting in a 30 percent increase in sales in a matter of months.

**My real strength is** my attention to detail. I pride myself on my reputation for following through and meeting deadlines. When I commit to doing something, I make sure it gets done, and on time.

**What I am looking for now** is a company that values customer relations, where I can join a strong team and have a positive impact on customer retention and sales.

**Module 萬用句模版 2: Tell me about yourself.**

**I'm an** English **major** in Ming Chuan University. After I graduate next June, I'd like to work for an international trading firm. I've traveled to several countries in Asia and Europe. Getting to know other cultures and peoples is a fascinating experience. I'm currently enrolled in night courses in business English and export-import documentation in order to prepare my self for the field.

**◎Useful Phrases: 萬用金句****Education (recent graduate)**

1. I graduated from \_\_\_\_\_ with a **Bachelor's** degree in **Business Management**. I'm ready to begin my career in the **management** division of a successful company.
2. Because of my **MBA** degree, I am versatile and can perform well in many kinds of **sales work**.

**Work experience**

※ **Use numbers, figures, examples as evidence to your achievement.**

1. I enjoy working with my team. We improved accuracy of monthly inventory counts from **90% to 96%** in 2008.
2. **I'm an analytical problem-solver**. In the last year, I implemented marketing strategies to promote the benefits of membership, resulting in membership



increase of <b>40%</b> .
<b>Career goal</b>
1. I keep on working at challenges, learning, and improving the skills and talent that I bring to the workplace.
2. <b>Basically, I'm a systematic and goal-oriented person</b> who can be successful to help develop the new market by utilizing my marketing and language skills.

**洪欣老師獨家補充:超強面試、履歷表達必備用語**

**1. 個性及特質描述: E.g. I am people-oriented. / I am adaptable.**

Helpful	Friendly	Outgoing	Quick
Sincere	Practical	Alert	Capable of
Optimistic	Honest	Mature	Detail-oriented
Kind	Punctual	Active	Down-to-earth
Wise	Dependable	creative	Savvy
Objective	Aggressive	Responsible	Sociable
Enthusiastic	Flexible	Warm-hearted	Well-organized
Cautious	Accurate	Dedicated	Highly-motivated
Cooperative	Result-oriented	Efficient	Ambitious
Patient	Disciplined	Polite	Systematic
Goal-oriented	Tenacious	People-oriented	Resourceful
Stress-resistant	Energetic	Reliable	Realistic
Adaptable	Decisive	Curious	

**E.g. I am a quick learner. / I am a great team player.**

An expert in...	The right person	A great team player	A good fit
A class leader	A self-starter	A good listener	A result-getter
A quick learner	An efficient worker	A decision maker	A hard worker

**2.**

**3. 技能及能力描述**

<b>be ready for...</b> I am ready for the challenge.
<b>be confident that...</b> I am confident that I would be able to fit in well in our company soon.
<b>be trained to~</b> I am trained to make a good decision.



<b>proficiency/proficient in~</b> I am proficient in the use of Illustrator and Photoshop.
<b>experience/experienced (in/with/as)~</b> I have three years of experience as a volunteer teaching English. I am experienced in computer programming and data system.
<b>background (in/on)~</b> I have solid background on electronics, robotics, and computers.
<b>knowledge (of/in)~</b> I have thorough knowledge of Asian and Japanese business practice and culture.

## 2. Why do you want to work for our company?

### How do you know about our company?

Purpose: \_\_\_\_\_, \_\_\_\_\_ (MD)

#### Strategies:

- a. thorough research (**website, newspaper**)
- b. You've always liked the company because of (**reason**) and are confident that you could definitely prove to be **useful to the company**.
- c. evidence and examples

### ◎求職必勝三部曲之魔版現身!

<b>Module 萬用句模板: Why do you want to work for our company?</b>
<b>Based on the research I've done, your company is an industry leader. When I visited your Website, I was impressive with your <u>(advantage 1)</u>, as opposed to the industry average of <u>(number/figure)</u>. Moreover, I found it was also impressive that <u>(advantage 2)</u>. In brief, this is the company I've been looking for, a place where my <u>education background</u>, <u>experience</u> and <u>skills</u> can be put to use and make things happen.</b>



**Sample Answer:**

"Based on the research I've done, your company is an industry leader. When I visited your Web site, I was impressive with your high growth in annual rate of 20%, as opposed to the industry average of 10%.

Moreover, I found it was also impressive that your digital devices have gained significant popularity among carriers.

In brief, this is the company I've been looking for, a place where my education background as a Business Management Master, extensive experience in implementing effective financial systems, and strong leadership and management skills can be put to use and make things happen."

◎Useful Phrases: 萬用金句

<b>Opening</b>
1. You are an <u>industry leader</u> . 2. Your company has a <u>good reputation</u> in the industry. 3. Your company is one of the <u>largest / best / well-known / well-respected / fast-growing</u> companies in this field. 4. I want to work with best partners / create a feeling of camaraderie. 5. This job is a good fit for my background and experience.
<b>Research the company</b>
<b>When I visited your website.....</b> 1. <u>I am especially impressed by</u> the way your company has expanded all over the world / strived to improve your customer service. 2. <u>I am impressive by</u> your technical team / customer service / quality control system / product turnover / management policy.
<b>Career goal/Contribution</b>
1. I want to work for a company that can utilize my talents and abilities in _____. It seems that your company can challenge my abilities and provide a good opportunity for professional growth. 2. I'm very marketing-driven and feel that I can contribute to your company by bringing my skills to your marketing team.



### 3. What are your weaknesses?

**Purpose:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (SSI)

**Strategies:**

- a. Turn a weakness into strength.
- b. Talk about the weaknesses that you have overcome or that are not potential liabilities to the company.
- c. Stay away from personality, concentrate on professional traits.

**Example:**

1. I am always working on improving my communication skills to be a more effective presenter. I recently joined Toastmasters, which I find very helpful.
2. I feel that my management skills could be stronger, and I am constantly working to improve them.
3. **Perhaps I'm too much of a perfectionist, which admittedly causes me a bit of stress sometimes.**
4. **I have a tendency to focus too intently on specific goals.**
5. **My greatest weakness as a graphic designer is that I am never satisfied with my work.**
6. **Sometimes I tend to do more than is required, so I end up taking longer than I should.**

#### ◎Useful Phrases: 萬用金句

<b>Opening</b>
1. My greatest weakness is my _____.
2. One weak point I have is that _____.
→ I'm taking steps to overcome my weakness. (specific plan)

#### ◎求職必勝三部曲之魔版現身!

<b>Module 萬用句模板: What are your weaknesses?</b>
1. <b>Being a fresh graduate, I have little work experience in my field.</b> However, <u>I'm a quick learner</u> and <u>my experience as president</u> of the student union, which required budgeting and organizing events throughout the year, some of them quite elaborate, <u>can be applied to</u> the job situation. <u>I'm confident that</u> I can be a valuable member of your operation team.





**2. I get very nervous when I have to give presentations. For this reason, I** took the initiative to join the Debate Society to get more experience with public speaking. I recently participated in a regional debate competition where **I helped my team** win second place. **Because of my experience** in the Debate Society I have felt less nervous and more confident about speaking in public and feel that **this position would be a good fit for me** because I could continue to develop my communication skills.

### Interview Qs and Answering Tips: 面試必備 Q&A

#### 1. Q: Tell me about yourself.

A: I'm a marketing manager with more than five years of work experience.  
I've been an engineer for about three years.  
For the last five years, I've worked in the solar energy field.  
I'd say I'm honest, diligent, capable and resourceful. (機靈的)

#### 2. Q: What's your greatest strength?

A: I pride myself on my time management skills and my ability to exceed my sales goals.  
My ability to sell and promote are definitely my strengths.

#### 3. Q: Why do you want this job?

A: This job is a good fit for my background in online marketing.

#### 4. Q: What do you know about this company?

A: I know that Functional Fabrics is looking to expand its social media presence. (拓展社群媒體的影響力)  
I know that you are looking to expand into China.  
You've been on the leading edge of home appliances for over two decades.

#### 5. What did you like about your previous job?

A: What I liked most about it was that I could contribute to our company's growth.

#### 6. Why are you leaving your job?

A: I'm ready to take my skills to the next level and apply them on a larger scale. (我準備好將自己的能力帶往下一層次，並運用在更大的格局裡)

#### 7. What are you looking for in your next job? (對下份工作的期望)

A: An opportunity that will challenge me while making use of my experience and abilities.

#### 8. Where do you see yourself in five years? (如何看待五年後的自己)

A: I would like to move from a technical position into management.





**9. Why are you interested in this job?**

A: I believe that this position is a perfect fit for my abilities.  
I feel this position will allow me to grow professionally.  
This position is a logical next-step in my career.

**10. How do you see our industry developing in the future?**

A: Aside from the China market, I foresee India being a major player down the road. (印度未來會成為主力)  
The market for e-commerce is likely to see 10 percent growth.

**11. What would be your salary expectations?**

A: With my background and experience, I feel around NT\$40,000 a month would be acceptable.  
Salary isn't really an issue; job satisfaction is what matters most.

**12. What courses did you take that helped prepare you for this position?**

A: As a business major, I'm familiar with a range of sales and marketing techniques that would be valuable for this job.

**13. What skills do you think are needed for this job?**

A: A comprehensive knowledge of the product is most important.

**Difficult Interview Qs and Answering Tips: 面試難題與答題技巧**

**1. Would you be in a position to work overtime if required?**

**Tips:** Yes. Doing overtime has never been a problem for you. You understand overtime might be necessary. You take pride in your work and are willing to spend all the time required to meet the company's standards. A job isn't just a job, it's a responsibility. You are willing to take responsibility even if it means devoting more time.

**2. How does the fact that you are a recent graduate benefit your company?**

**Tips:** You've just graduated and are very excited to finally put all you've learned during college to use. With all the classes, papers, seminars, exams, part-time jobs, etc. time management and scheduling skills were essential and you have become quite apt at planning ahead and making the best use of your time. During college, self-discipline is very important because nobody is there to tell you what to do. You learn how to manage your time, your budget, your leisure time, etc.



### 3. Do you have any questions?

**Tips:** Listen carefully throughout the interview and ask incisive questions when given this opportunity. This is not the time to inquire about things like the salaries and benefits. Questions related to the structure of the company, the duties of the position, or nature of the product line would be appropriate here.

**Some good questions:**

Duties and responsibilities of the department

Line of management (Who do you report to?)

### 4. Tell me why this company should hire you.

**Tips:** It is like a sales presentation. Try to advertise yourself as much as possible. (about 5 minutes)

#### **Example: a person applying for a job as a sales representative with a pharmaceutical company**

You need a self-starter who can handle a large territory and deal regularly with a variety of people—from hospital purchasing agents to private physicians. You need someone who can take objectives and systematically meet them using creative approaches.

**I've proven my ability** to work with people and to handle big responsibility with a minimum of supervision. In my previous sales work, I usually exceeded my quotas. Further, I filed my paperwork on time, expediting order processing and shipping. I'm a high-energy person who doesn't leave until the work I have to do is done. My employers have always been satisfied with my sales. Just as important, my customers are always pleased with the follow-up, support and service I offered. These things are crucial to succeed in this business. When you are dealing with medicine and other pharmaceuticals, your customers need to know there is someone available to answer questions and to deal with problems that might arise in patient application.

I'll work hard to establish a good relationship with the doctors and hospitals. The customer contact and public relations experience I gained from my other, non-sales jobs will also help me deal with all the different personalities I'll encounter on a daily basis. **Finally, my degree in biology** gives me the scientific knowledge to understand the technical aspects of this product line and to discuss it intelligently with physicians and other health-care professionals.

Based on this, **my ability, experience, skill, and personality** match the requirements and diverse responsibilities of the position. Most of all, I really want this job. I know time will confirm your decision to hire me.



### **5. Why have you had many jobs for short periods of time?**

**Tips:** This is a very sensitive question that must be answered with care. The truth is that there can be many reasons to why a person hasn't worked for a certain period of time. Most of these reasons have a negative impact, but if answered strategically, the damage can be minimized to zero. Convince the interviewer that all of this is in the past.

#### **Good approaches:**

- Company restructured and was transferred to a completely different department.
- You were promised a promotion but were never given one after a period of time.
- The job description didn't exactly fit your abilities or skills.

#### **Bad approaches:**

- Bored
- Couldn't blend in

### **6. What was your first job and how did you get it?**

#### **Your best approach will be:**

- Mention who gave you the job and the reason why he/she considered you to be the best for the job.
- Mention how you got the job. If someone introduced you, explain why they would introduce you and not others. If you went in and applied to the job, explain why you chose to work there.
- Talk about the experience working there and what you've learned. Keep in mind that it's your first job, you must have learned a lot.

### **7. Salary Negotiation**

- Keep in mind that you should only talk about money whenever you have been informed that you most likely will be hired.
- Do not mention what kind of salary you want without fully understanding the job itself or at least introducing why you should deserve the pay you are asking for.
- You should ask the interviewer what kind of pay they gave people working in this position in the past.



### **8. What is your current salary?**

#### **Your best approach will be:**

- You won't mind, but prefer to talk about salary after you understand the job requirements and have the chance to introduce yourself (your skills and experience).
- Be honest, you don't want to be underpaid or miss the opportunity of getting the job because of their salary restrictions.
- If the negotiations are being done over the phone or the internet, always insist on having discussions regarding salary in person. You can tell a lot from body language and facial expression.
- You'd prefer to hear their offer based on your experience and their salary cap (what's the highest paid in this position) for this position.

### **9. We are prepared to offer you \_\_\_\_\_. How does that meet with your expectations?**

- If the offer is generous, don't get greedy. Learn where to draw a line and stop negotiating. Remember that there's always a very good chance of getting a raise in the future with your performance.
- If the offer is lower than what you expected (or your current job), be straightforward what you do want. (Be reasonable!)
- Some company will be willing to give you stock options. In such cases, it would be best for you to do some research before the interview to understand the potential of the stock.



## II. Resume Writing 客製化英文履歷撰寫

### 5 Steps of Resume Development

#### Step 1: Analyze the Job Description

- Read job descriptions thoroughly.
- Highlight all of the keywords: required and preferred skills, abilities, and qualifications.
- Use these same words in your resume.

#### Step 2: Generate a List of Accomplishments

- Include education, volunteer experience, jobs, projects, school assignments, and group/team activities.
- Focus on the outcome of your efforts.

#### Step 3: Identify Relevant Skill Areas

- Customize your resume to meet the employer's needs

#### Step 4: Write Descriptive Phrases

- Write short phrases to describe experiences.
- The most relevant information should always be on top.

#### Step 5: Choose a Format—Chronological Resume



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<b>OBJECTIVE</b>	Seeking an entry-level position in the field of marketing with potential for challenge and fulfillment
<b>EDUCATION</b>	Bachelor of Business Administration, expected in June 2016 (GPA 3.5) Ming Chuan University, Taipei Coursework: Business Management, Organizational Behavior, Marketing Management, Strategic Management
<b>ACADEMIC HONORS</b>	Dean's List, four semesters Ming Chuan University, Excellence Scholarship, 2015
<b>WORK EXPERIENCES</b>	<b>Apple Company, Taipei</b> Summer 2014 Part-time <ul style="list-style-type: none"><li>• Assisted in planning and implementing marketing programs</li><li>• Used computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference</li></ul> <b>Google Company, Taipei</b> Summer 2013 Part-time <ul style="list-style-type: none"><li>• Reorganized 10 years worth of unwieldy files, making them easily accessible to department members</li></ul> <b>Nike Sports Co., Taipei</b> Summer 2012 Part-time <ul style="list-style-type: none"><li>• Managed the cash register and provided customer service to customers at point of sale.</li><li>• Known as the most accurate cashier in the entire store</li></ul>
<b>EXTRACURRICULAR ACTIVITIES</b>	<b>President</b> , Student Association of Department of Business Administration, 2014-2015 <b>Vice President</b> , Debating Society, 2014-2015 <b>Captain</b> , Department of Business Administration Varsity Volleyball, 2013-2014
<b>LANGUAGES</b>	Fluency in Chinese and English, basic Japanese
<b>COMPUTER SKILLS</b>	Proficient in Microsoft Word, Excel, Access, and PhotoShop, strong Internet research skills



## Components of a Resume

### 1. Contact information:

At the top of the resume, list your name, address (zip code), telephone number (area code), and email address.

### 2. Objective:

A one-line specific description of position you want.

#### \* An objective should:

##### Focus on how you would benefit the employer

Seeking a team-oriented environment that fosters professional development

##### Keep it concise and targeted: job title, target

Seeking a challenging position with potential for growth and advancement

#### \* Clearly Defined Objective: **Samples**

##### Editorial Assistant

##### An entry-level position in the banking industry

##### Dedicated, work-oriented graduate seeking employment as a restaurant manager

##### To obtain a marketing management position that allows me to contribute my marketing, interpersonal and public relation skills.

##### Seeking an entry-level position in the field of marketing with potential for challenge and fulfillment

##### Seeking corporate position where my expertise in editorial design will be employed in communications media for both external and internal circulation

##### To obtain a position as a Software Professional, using technologies such as Objective Oriented programming, Relational databases, and Graphic User interfaces.

##### Honors graduate of Ming Chuan University's communication program seeking a position in training and development. Offer hands-on experience in corporate training and communication research.





### 3. Education:

#### List your academic degrees.

- Include your high school graduation only if you have not completed college.
- Use reverse chronological order, with your most recent degree first.
- Name and location of the college, the degree earned or anticipated, the major or minor field of study, and the date or expected date of graduation.
- Place it near the end if you have substantial work experience, list the basic facts.

E.g. **Ming Chuan University, Taipei**

**B.A. in Economics, Minor in Psychology, June 2015**

#### ◎ Education: For Recent Graduates 應屆畢業生

**Emphasize academic credentials** 證明.

- Top of the resume
- List academic honors
- You may include GPA
- You may list relevant course work
- Give examples of actual assignments, projects, challenges you faced, your contribution, and the results and benefits to the employer

E.g.

#### **EDUCATION**

Ming Chuan University, Taipei

B.A. in Communications, expected in June, 2016 (GPA: 3.5)

Senior Project: Designed mock advertising campaign for  
Coca-Cola (billboard/TV/radio ads)

Related Coursework: Advertising, Advertising Writing,  
Media plans in Advertising

#### **ACADEMIC HONORS**

Dean's list, 2015

Ming Chuan University, Scholarship, 2014



#### 4. Work experience:

The most important part of your resume

**A. Paid and unpaid work: job title, employing organization, and dates of employment**

##### WORK EXPERIENCES

**Customer Service Representative**, IBM, 1/09-6/10, Taichung

- **Addressed** the needs of hundreds of consumers from a variety of backgrounds
- Efficiently **attended** to customer complaints and handled employee conflict resolution

**B. Provide specific description of your accomplishments related to the targeted position, **USE ACTION VERBS!** (善用動詞)**

※Increase sales? Reduce costs? Improve a product? Implement a new program? Get promoted?

##### WORK EXPERIENCES

**Sales Manager**, IBM, 1/08-6/09, Taipei

- Boosted revenue by 20% during two-year tenure
- Supervised the team that launched a new product, which increased client's profitability by 25%
- Designed a campaign that increased brand sales by 20 percent
- Identified an accounting error, prevented a \$420,000 loss

**C. Quantify your successes 量化:**

★**Money you've saved, earned or managed:**

→ Managed a student organization budget of more than **\$7,000**

★**Time you've saved**

→ Assisted with **twice-monthly** payroll activities, ensuring employees were paid as expected on time

★**Amounts you've produced**

→ Created process that bolstered production by **25%**

**Example:**

Worked with employers in a restaurant setting.

⇒ **Recruited, trained and supervised more than 20 employees in a restaurant with \$3 millions in annual sales**



**洪欣老師獨家補充:履歷必備動詞 Action Verbs**

VERB LIST FOR RESUMES & LETTERS				
achieved	conducted	executed	marketed	reengineered
acquainted	consulted	expanded	mediated	reorganized
adapted	contacted	explained	moderated	represented
advanced	contributed	financed	motivated	researched
aided	coordinated	focused	negotiated	restructured
allocated	counseled	formalized	operated	reviewed
analyzed	created	formed	orchestrated	routed
appraised	cut	founded	organized	saved
arranged	decreased	gathered	originated	scheduled
assembled	demonstrated	governed	oversaw	selected
assessed	designed	hired	patented	sold
assisted	determined	identified	persuaded	spearheaded
attained	developed	implemented	pioneered	sponsored
attended	devised	improved	planned	staged
awarded	directed	increased	prepared	started
built	discovered	initiated	presided	supervised
chose	disseminated	inspired	processed	supported
coached	distributed	instituted	produced	surveyed
collaborated	documented	interpreted	promoted	taught
collected	edited	introduced	publicized	tested
compiled	elected	invented	published	trained
composed	enlisted	led	recorded	trimmed
conceived	evaluated	maintained	recruited	updated
conceptualized	exceeded	managed	reduced	wrote

<b>Begin</b> → initiate/pioneer
<b>Change</b> → alter/modify/diversify/revise
<b>Do</b> → perform
<b>Get</b> → achieve/acquire/attain/obtain/receive/secure
<b>Grow</b> → develop/advance/expand/improve
<b>Plan</b> → coordinate/devise/invent/prepare
<b>Show</b> → demonstrate/illustrate/represent
<b>Make</b> → create/manufacture
<b>Keep</b> → maintain/possess

<b>Build</b> → establish/construct/install/institute
<b>Decide</b> → determine/judge/resolve
<b>Find</b> → detect/discover/identify/locate/recognize
<b>Give</b> → provide/supply
<b>Know</b> → distinguish/identify/realize/recognize
<b>Prove</b> → confirm/verify
<b>Use</b> → apply/employ
<b>Tell</b> → declare/narrate/recite/state
<b>Work</b> → cooperate/collaborate



## ◎ Work Experience: For Recent Graduates 應屆畢業生

### Describe unrelated jobs the right way

- ☑ Describe experiences such as internship, part-time jobs, and volunteer activities to show your skills and achievements relevant to employers' needs

→ **problem-solving, dependability, initiative, strong work ethics**

E.g.

#### **WORK EXPERIENCE**

##### **Server, Friday's, Taipei**

Jan '13-present

- Initiative resulted in being awarded Employee of the Month
- Mediated conflicts using a "customers first" approach to ensure customer's satisfaction

##### **Volunteer Tutor, Koala School, Taipei**

Sept-Dec '12

- Provided one-on-one and after-school tutoring to physically-challenged students in Math and English
- Developed original study tips guide for students
- Improved the students' math grades by 15%

## 5. Awards, honors, and activities (optional):

**Emphasize your outstanding successes or present a more well-rounded view of yourself.**

- ☑ Include this section only if you are a student or a very recent graduate
- ☑ The date and selection criteria for the award or honor
- ☑ List student activities/organizations:

leadership, dependability, work ethics, initiative or that pertain to your career interest

#### **AWARDS AND HONORS**

##### **Palme Award, 2015**

Given annually to the outstanding senior in the Ming Chuan University, English Department

#### **ACTIVITIES**

**Leader, Youth Discussion Group, National Services, 10/13-10/14**



## 6. Languages, skills, abilities:

- ☑ Foreign languages, computer skills, office skills, or lab techniques, training, certification, license

E.g.

**LANGUAGES:** Fluent in Chinese and English, conversational Spanish, and basic French

**COMPUTER SKILLS:** Proficient in Microsoft Office, Adobe PhotoShop, and web design (HTML, JavaScript)

**OFFICE SKILLS:** Typing—120 wpm, filing, Microsoft Office

**TRAINING:** Monte Medical Center, The Bronx, NY, 7/2010-6/2011

**CERTIFICATION:** American Board of Internal Medicine, 2013

## 求職成功的第一步：求職信 **Cover Letter**

### Paragraph 1: Start by attracting attention. (Hook)

- ✓ Mention both the specific job and how you heard about it.
- ✓ Try to find a unique angle and show your interest.

E.g.

**Bad:** I would like to apply for the position of legal secretary which you advertised in the *Taipei Times*, August 8, 2015.

**Good:** I believe you will find that my experiences in the William Attorney's office have prepared me well for the position of legal secretary which you advertised in the *Taipei Times*, August 8, 2015.

### Paragraph 2: Describe your qualification.

- ✓ Highlight your strengths and say how they suit you for the job and contribute to the company.  
E.g. work experience, academic credentials.
- ✓ Provide details and explanations not found on your resume.
- ✓ **Recent graduates:** focus on your academic credentials and extracurricular activities, such as part-time jobs and volunteer experience.



### Paragraph 3: Assure you're the one for the job.

- ✓ List verifiable facts that prove your achievement.
- ✓ Distinguish yourself from all the other applicants.

### Paragraph 4: Request an interview.

- ✓ Mention your telephone number (even though it's on your resume), and the best hours to reach you, or promise to make a follow-up phone call.
- ✓ Tell your reader what action you expect from him or her.

## ◎Useful Phrases in Cover Letter

### Para 1. Starting by attracting attention

I am applying for the Marketing Manager position at Apple's as advertised on Monster.com because I want to apply my successful marketing strategies at this well- respected company / my skills to dramatically increase new-client accounts at Apple's.

Having served for the past several years as the sole secretary of a private business, I would like to apply for the position of executive secretary that you advertised in the *United Times* of Monday, September 2, 2015. (on NeedHelp.com)

As a Business Administration major at \_\_\_\_\_ with a strong background in economics, accounting, and finance, I am very excited to hear of a staff consultant position with Apple's.

Your need for a top-performing sales representative is an excellent match to my three-year history as a #1-ranked, multimillion-dollar producer.

To succeed in the fast-paced and highly competitive tech industry, a company requires a dynamic sales leader; I can give your company that edge. I am the ideal candidate for the position of Sales Manager, advertised in this morning's News Week.

Your recent acquisition of Zebra Company led me to believe that you might be interested in my 10 years of experience as a marketing manager with extensive industry experience.



## Para 2. Describing your qualifications

With my proven ability to corner markets with innovative branding campaigns, I believe I can help secure Apple the leading position in the Dram industry.

Managing a sales team at ABC has given me the skills to lead sales projects that drive sales growth.

Leading record-breaking sales projects at ABC has given me the ability to inspire a sales team.

As you will note, I have experience in analyzing problems and developing solutions. (I hold an MBA and have experience in managing a team of twenty sales people.)

My career has included twelve years working as a project manager with software and technology companies.

I will graduate from Ming Chuan University in June 2016 with Bachelor's degree in Mechanical Engineering. My experience includes support of Intel Pentium and PentiumPro-based PCs and servers running Microsoft Windows XP. As a systems professional with your organization, I would bring knowledge of Intel-based computer programs as well as skills in other technical areas such as video, electrical, communications and networking.

## Para 3. Assuring you're the one for the job

With my solid networking strategy and interpersonal skills, I've had many accomplishments at AIG.

- ☛ Secured..... position
- ☛ Broke..... records
- ☛ Identified..... errors, prevent..... loss
- ☛ Created and conducted..... courses/training
- ☛ Increased..... revenue

I believe I have the experience and ambition you are looking for and I know I would make a valuable addition to Apple's.

With this understanding and my background, I believe I would be an idea candidate for this position. (I believe I have the qualifications you are searching for.)





If you contact some of my old supervisors, I'm sure they will tell you that I am a very positive and motivated person. (描述人格特質: P.4)

**Para 4. Requesting an interview**

Thank you for taking the time to look over my resume.  
I am very interested in meeting with you to further discuss my skills and experience.  
I will follow up next week with a telephone call to see if we can arrange a time to meet/for an interview.  
Please feel free to call me as well—my home number is (886)2-2935-5858.  
I can be reached at...../You can reach me during the day at.....  
If there is any more information I can provide, please let me know.  
I look forward to speaking with you/hearing from you soon.

**求職信範本 Cover Letter**

**JESSE KENDALL** 123 Elm St, Everett, WA 98201 • 425-555-5555 • jkendall@notmail.com

January 2, 2006

Mr. Bailey Addison  
Global Marketing Solutions  
456 Oak Street  
Everett, WA 98201

聯絡方式

Dear Mr. Addison,

求職心願

I am very interested in the position of Account Coordinator, which was advertised in the Washington Tribune. As you will see in the attached résumé, my skills in advertising and experience in marketing demonstrate important qualifications for this position. I believe my credentials are a good fit for your company's needs.

個人資歷

During my tenure as a real estate agent assistant, I gained broad exposure to a number of marketing functions and learned quickly how to build leadership, rapport, and creative problem-solving skills. My time spent on multi-million dollar account development and high level assignments heightened my ability to build lasting relationships with key clientele.

求職優勢

My background in customer support is extensive, and I doubt you will find a professional who is more dependable or driven. I am thorough in administration duties and maintain high standards for my work. My success in the past has stemmed from my strong commitment to professionalism and organization.

I would appreciate an opportunity to discuss my qualifications with you, and will call you in a few days to see about your interest. If you have any questions in the meantime, please call me at (425) 555-5555.

請求答覆、  
表明感激

Sincerely,

*Jesse Kendall*

Jesse Kendall  
Enclosure: Résumé