Business English
如何撰寫英文履歷
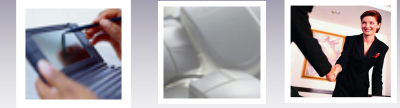
Li-Hua LI

IM Department, CYUT

朝陽科大資管系 李麗華

CONTENTS

朝陽科大 資管系 李麗華

Introduction to Resume

❖ **目的:** 要讓公司(面試者)能在<u>極為有限的時間</u>內，找到他所需 求的人才。

❖ **重要性:** 履歷(**Resume**)是決定否能被公司面試的一個重要因素。一張好的履歷表可以協助求職者更加順利找到工作。

❖ **特性:** 清新、簡要、有重點、能展現你的優點與特長。

❖ **附記:** 通常寄出正式履歷時會再加上一封**cover letter**，說明寄申請職位的點，並同時加強述敘自己的強項。

| Cover Letter範例 | Resume範例1 | Resume範例2 |

Show-Ming Wu

168, Gifeng E. Rd., Wufang,   Tel: 04-12345678#1234(O)
Taichung County   04-21234567(H)
Taiwan, R.O.C   e-mail: sming@gmail.com.tw

Objective

To obtain a challenging position in a software developing company; in the area of electronic commerce, production, information management.

Education

B.S.   Information Management, June 1985

Chaoyang University of Technology, Taiwan, R.O.C. (G.P.A. 80/100)

Experience

Class leader, 2008-2009.

Public Relation, Student Association of CYUT, Spring 2007.

Coordinator, Cheer Leading Team, Fall 2007.

Part-time, McDonald, 2005-2006.

In-Class assistant, Fall 2005.

Skills

JAVA, Networking, PHP, Word Processing

Excel, MS-SQL

Achievements & Honors

Elected as the President of Dancing Club, Nov. 1991 – Nov. 1992.

Elected as the Elite Student of CYUT, 2005-2006.

Passed English Proficiency Exam held by ITAP, 2006.

Won the Programming Contest held by IM dept., CYUT, 2008Projects
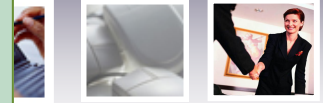
(請依需要填入，或以另外附件方式列上)

References

Available upon request.

朝陽科

Show-Ming Wu

168, Gifeng E. Rd., Wufang,
Taichung County
Taiwan, R.O.C

Tel: 04-12345678#1234(O)
04-21234567(H)
e-mail: sming@gmail.com.tw

Objective

To obtain a challenging position in a software developing company; in the area of electronic commerce, production, information management.

Education

B.S. Information Management, June 1985

Chaoyang University of Technology, Taiwan, R.O.C. (GPA 80/100)

Experience

Class leader, 2008-2009.

Public Relation, Student Association of CYUT, Spring 2007.

Coordinator, Cheer Leading Team, Fall 2007.

Part-time, McDonald, 2005-2006.

In-Class assistant, Fall 2005.

Skills

JAVA, Networking, PHP, Word Processing, Photoshop, Linux, Excel, MS-SQL

Achievements & Honors

Elected as the President of Dancing Club, Nov. 1991 – Nov. 1992.

Elected as the Elite Student of CYUT, 2005-2006.

Passed English Proficiency Exam held by ITAP, 2006.

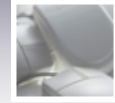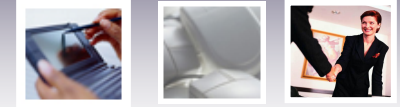Won the Programming Contest held by IM dept., CYUT, 2008Projects

References

Available upon request.

朝陽科

Show-Ming Wu

168, Gifeng E. Rd., Wufang,   Tel: 04-12345678#1234(O)
Taichung County   04-21234567(H)
Taiwan, R.O.C   e-mail: sming@gmail.com.tw

Objective

To obtain a challenging position in a software developing company; in the area of electronic commerce, production, information management.

Education

B.S. Information Management, June 1985

Chaoyang University of Technology, Taiwan, R.O.C. (GPA **84/100**)

Experience

Class leader, 2008-2009.

Public Relation, Student Association of CYUT, Spring 2007.

Coordinator, Cheer Leading Team, Fall 2007.

Part-time, McDonald, 2005-2006.

In-Class assistant, Fall 2005.

Skills

JAVA, Networking, PHP, Word Processing, **Linux**

Excel, MS-SQL

Achievements & Honors

Elected as the President of Dancing Club, Nov. 1991 – Nov. 1992.

Elected as the **Elite Student** of CYUT, 2005-2006.

Passed English Proficiency Exam held by ITAP, 2006.

Won the **Programming Contest** held by IM dept., CYUT, 2008Projects

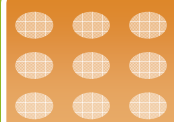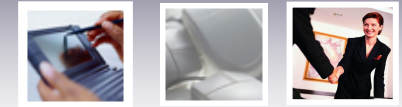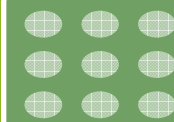## References

Available upon request.

朝陽科

Content of Resume

1. **Name & Address:** 中英文姓名、聯絡方式：電話、地址、**Mail Address**等。

2. **Career Objective:** 工作目標，簡述想申請的職位類型與想從事的工作內容。

3. **Education:** 學歷，通常最後一個學歷先寫。

4. **Qualifications:** 資歷摘要。 (剛畢業者,可省略)

5. **Experience:** 工作經歷，過去曾工作的職稱及經驗 。

6. **Professional Training:** 專業訓練或證照。

7. Professional Affiliations: 專業組織會員。(若無,可省略)

8. **Skills**(技能)：寫出其可以加深面試者印象的技能，如**:** 電腦軟件、語言、文書處理等。

9. **References:** 公司如有要求，應列出推薦人的名稱及聯絡方式。

   (*) 通常是年代最近的先寫

朝陽科大 資管系 李麗華
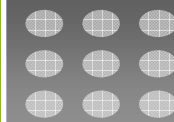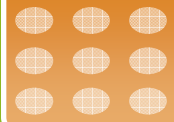
Resume Strategy

1. 與申請的職位相符合

2. 內容簡潔、排版清晰

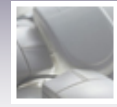3. 資料詳實、有重點

4. 用心編寫、細心紀錄

5. 絕對不能有錯(文字及內容)

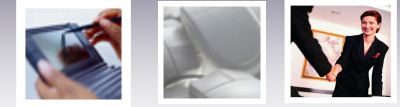**Good Resume**

及早準備 邁向成功

朝陽科大 資管系 李麗華

Common Problem of Resume

- ❎ 履歷內容與想申請的工作相關性不足。
- ❎ 內容撰寫過於累贅、內容太冗長。
- ❎ 履歷編排不佳、沒有順序性、沒有重點。
- ❎ 學經歷不佳、技能不足，僱主看不出你的才能。
- ❎ 沒有寫清過去的工作的職責及性質。
- ❎ 過去工作經歷時間有斷層且沒有交待清楚。
- ❎ 部分內容不真實或太誇耀。
- ❎ 打錯字、錯別字、文法不通、語句不順、太口語化等。

Tips for Address(1)

❖ 標準格式: 英文地址請上中華郵政網
http://www.post.gov.tw/post/index.jsp

格式1: 號碼, (巷弄街)路, 村鄉鎮, 縣市, 區號, Taiwan (R.O.C.)

示範:

168 Jifong E. Rd., Wufong Township Taichung County, 41349, Taiwan (R.O.C.)

格式2: 號碼, (巷弄街)路, 村鄉鎮, 縣市, 區號, Taiwan, R.O.C.

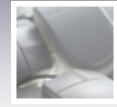示範: 168 Jifong E. Rd., Wufong Township, Taichung County, 41349, Taiwan (R.O.C.)

朝陽科大 資管系 李麗華

Tips for Address(2)

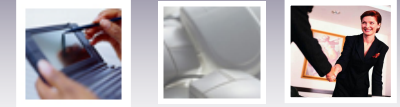| 中文	英文	縮寫		中文	英文	縮寫
市	City			號	Number	No.
縣	County			樓	Floor	F
鄉鎮	Township			室	Room	Rm.
區	District	Dist.		東	East	E.
村(里)	Village	Vil.		西	West	W.
鄰	Neighborhood	外國少有		南	South	S.
路	Road	Rd.		北	North	N.
街	Street	St.		一	First	1st
大道	Boulevard	Blvd.		二	Second	2nd
段	Section	sec.		三	Third	3rd
巷	Lane	Ln.		四	Fourth	4th
弄	Alley	Aly.		五	Fifth	5th

朝陽科大 貿管系 李麗華

Tips for Address(3)

❖ 親愛村➜Cin-ai Village　　篤行里➜Dusing Village

❖ 興中里or興中村➜Singjhong Village

❖ 糖北一巷➜Tang N. 1st Lane

❖ 建興三巷➜Jiansing 3rd Lane

❖ 興楠橫巷➜Singnan Side Lane

❖ 賴厝東巷➜Laicuo E. Lane

❖ 春社西巷➜Chunshe W. Lane

❖ 後龍巷➜Houlong Lane

❖ 南勢林里➜Nanshihlin Village

❖ 一心里➜Yisin Village

❖ 一巷➜1st Lane　後巷➜Back Lane　南里➜S. Village

Tips for Education

❖ **Degree(學歷):**因高中以下多爲義務教育,所以這裡應強調有文憑的學歷. 通常先寫最後一個學歷.

Ph.D. Major in XX, xx University, 201x

M.S.   Major in XX, xx University , 201x

B.S.   Major in XX, xx University , 200x

B.S.   Major in XX, xx College , 200x

❖ 一般高中以下學歷不會列出(以下供同學參考)

Junior High School or Senior High School

High School (含國中和高中)

Elementary School (國小)

Kindergarten (幼稚園)

常用學生身份名稱

- **Post Doctorate** 博士後
- **Doctor (Ph.D.)** 博士
- **Master** 碩士
- **graduate student** 研究生
- **Bachelor** 學士
- **undergraduate** 大學生
- **senior** 大四(或高三學生）
- **junior**大三(或高二學生）
- **sophomore**大二
- **freshman**大一(新生)

- **abroad student** 留學生
- **returned student** 歸國留學生
- **foreign student** 外國留學生
- **auditor** 旁聽生（美）
- **government-supported student** 公費生
- **commoner** 自費生
- **extern** 校外實習生
- **intern** 實習生
- **boarder** 寄宿生

朝陽科大 資管系 李麗華

Early bird gets the worm.

朝陽科大資管系 李麗華