

中英文

自傳・求職信・面談英語
履歷表・介紹信・推薦函

範例

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賴伯勇 編著

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序

隨著工商業的進步，教育的發達，以及國際貿易的推廣，國人在生活及工作中使用英語的機會越來越多，學好英文以便求職就業，也變得更加迫切需要了。

可惜的是，在我國教育制度裏，不論在中學或大學，英語教育大抵偏重基本的教材之傳授與語文知識之介紹（即所謂「文法」）而忽略與現實生活有密切關連的教材之教學與應用；因此，青年學子一旦離開學校踏入社會，常有「學不能致用，所用非所學」之感，而嘆虛擲六、七年之大好時光。

青年學子踏進社會之前奏為謀得一職，謀職時經常需要用英文寫求職信，隨附中英文履歷表及中英文自傳，幸運的還要參加口試或面談，最後雇主才能決定是否錄用。在這段求職過程中，幾乎每一個階段都要用到英文，而一個階段比一個階段重要。很多人都是到了最後一關才不幸落榜。

本書之編寫就是為了幫助青年學子，在求職前與求職之際，有一個可供參考的範例，俾免於因缺乏經驗或缺乏師長之指點而造成不利於己之錯誤。

本書一共分為七章。可供個人進修參考，亦可當作教材在課堂上使用，除第一章「中英文自傳」外，每章均附有練習題，可供練習寫作。如欲採用為教材，第六章「英文書信的格式」以先教授為宜。

本書內許多寶貴資料取材自英、美、日、香港等地書刊及官方資料（如第三章求職面談須知，取自馬來西亞勞工部資料）因為書刊繁多不及細載，個人不敢掠美，謹此附識。

賴 伯 勇 於台灣師範大學英語系

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中英文自傳

Pens are dangerous tools, more sharp by odds
Than swords, and cut more keen than whips or rods.

— — — *John Taylor*

毫無疑問，筆是最危險的工具，
它比劍銳利，比繃鞭傷人更深。

A well-written autobiography is a prelude
to a ten-thousand-dollar job.

— — — *P. Y. Lai*

一篇寫得美好的自傳是獲得萬元工作的前奏。

第一章 中英文自傳

AUTOBIOGRAPHY

by Lan Chen Wu

Model No. 1

My name is Lan Chen Wu. Alias "Little John". I was born in 1952, and had lived with my family in Keelung for twelve years before we moved to Taipei some ten years ago. My family has three boys but no girls. I am the second son.

In my childhood I played with girls and boys of my age in the neighborhood. Sometimes I was made the leader in the group. Mother always says to me that I did not like to be commanded to do whatever I did not like unless the boy was stronger than I was.

At the age of six I attended Pa Tu Primary School where I learned the fundamentals of knowledge. I also learned something outside the textbook. Sometimes when the teacher was busy, I would be appointed to lead the class to do exercises, standing on the platform and reading the text the way a teacher would do.

In the secondary school, I was deeply influenced by an English teacher. She treated me like her son. Her words such as "Bear malice toward none, but bear mercy to anyone" have become my words to live by in my life.

Upon graduation from the secondary school, I was admitted, after a keen competition, into the Department of Mechanic

中

譯

自 傳

吳 南 成



敝人名叫吳南成，別號「小強」生於民國四十一年，住在基隆十二年，後來舉家遷居台北，家中有兄弟三人。我為老二。

童年時，我與街坊鄰里間同齡男女小孩嬉戲，有時被立為領袖，母親常說我不愛被人指揮，除非別的男孩比我更強壯、更高大。

六歲時，我進入八堵國民小學就讀，在此我學到基本的知識，我也在書本外學到一些東西。有時，老師工作忙碌，我便被派去當小老師。站在講台上，唸課文，領導同學做功課，儼然一個老師模樣。

中學時，我受到一位英文老師的影響很大。她待我如兒女。她的教訓永留我腦海。像她說的「不要待人以惡，要待人以恕。」這句話成為我的生活座右銘。

中學畢業後，經過一番激烈的競爭，我進入台灣大學機械工程系。

Engineering, Taiwan University, where I got strait A in my majors and two B's in the minors. During four years of college, I was very active in some of the extracurricular activities. For instance, I was the President of the Mountain-climbing society and I won the first prize in an Oratorial Contest in 1976. It is my belief that one can learn more from college life than from books.

After getting my Bachelor degree of science in mechanic engineering, I spent 20 months in the air force, where I was an assistant mechanic. I had a happy time in the army and I am glad I have learned something more.

Having completed the military service, I entered my father's trading corporation as an assistant manager dealing in machinery import. I hope to work for an American firm so that I can be independent.

He who neglects the present moment throws away
all he was.

忽視當前一剎那的人虛擲了他擁有的一切。

Wonder is the feeling of a philosophy, and Philosophy
begins in wonder.

懷疑乃哲學的情緒。哲學起於懷疑。

Plato

在大學中，我的主修科成績都是甲等，有兩門副修科乙等。大學四年，我對課外活動很熱心。舉例來說，我曾擔任登山社社長，得過國語演講比賽冠軍。我一直認為從大學生活中可以學到的比書上的還多。

大學畢業獲得理學士學位後，我在空軍服役一年八個月。在軍中我擔任助理機械官，軍中生活十分快樂。也學到不少新的經驗。

服完兵役後，我進入父親開設的貿易公司當副經理，負責機械進口。我希望到美商公司工作，以便獨立生活。

Lost time is never found again.

時乎時乎不再來。

Diligence is the mother of good luck.

勤勉為好運之母。

God helps those that help themselves.

自助者天助之。

- Franklin -

範例二

AUTOBIOGRAPHY

by Han Wu Liang

Model No. 2



I was born on March 21, 1951, in Yang Lin, Chang Hua Hsien, Taiwan. My parents were both born in Nan King City in the Chinese Mainland of undistinguished families. My mother, who died in my tenth year, was from a family named Chu. My paternal grandfather emigrated, about 1927 or 1928, from Northern China to the Province of Chiang Su.

My father and my mother moved to Taiwan in 1949

Because my parents grew up without much education, working laboriously for a living, they wanted their only son to receive the best education available in the island province of Taiwan.

I was accordingly sent to school when I was six years of age. I had lived up to my parents' expectation, for my records always showed a distinguished achievement at school, beginning from the primary school to the university.

After six years of secondary education, I was successfully admitted to the Department of Chemistry, Tung Hai University. I have always had a burning desire for Chemistry, and I hope to be an expert in applied Chemistry. Therefore, I took more than the normal amount of credits in the optional subjects and did a lot of outside reading and laboratory work. In summer,

中 譯

自 傳

梁 漢 武

我在民國四十年生於台灣省彰化縣員林鎮。家父母出生於中國大陸南京市，出身微寒，家母姓朱在我十歲時便去世。家父的父親，我祖父，大約在民國十六、七年時從中國北方遷居江蘇省。

父親和母親 於民國三十八年渡台。因為雙親自幼受教育不多，辛苦勞力爲生，他們要我受本省最好的教育。

因此，六歲時，我便被送去學校讀書。我一直未辜負父母的期望，從小學到大學，我在學的學業成績都很優異。

受完六年的中學教育，我順利地考上東海大學化學系。對化學我一直有濃厚的興趣，希望有一天能成爲應用化學的專家。因此，在大學時，我選修的科目學分比別人多，課外閱讀很多書籍，也作了許多實驗。兩年的暑期，我在中國醫藥公司的實驗室工作，賺取下年度的學費，更

I worked at the laboratory of China Pharmaceuticals Co. Ltd, to earn tuition fees for the next semester and most important of all, to obtain experience and knowledge in field work.

Now that I have completed the military service after graduation from the university 20 months ago, it is time that I find a suitable job to support my family and to make my father live a happy life.

He's a fool that makes his doctor heir.

選醫生作繼承人的人是大傻子。

A little neglect may breed great mischief.

一失足成千古恨。

The only way to have a friend is to be one.

交友之道在於使自己成爲別人之朋友。

重要的是獲取實地工作的經驗和知識。

一年八個月前，我從大學畢業入營服務。現在已將服完兵役。我認為我應該找一份合適的工作，維持家庭，讓父親過一個快樂的生活。

Every hero becomes a bore at last.

英雄亦有平凡的時日。

They can conquer who believe they can.

自信能克服困難者便能之。

It is the one base thing, to receive and not to give.

取而不給乃最低賤。

Shallow men believe in luck.

見識狹小的人相信運氣。

範例三**AUTOBIOGRAPHY**

by Ying Mei Huang

Model No. 3

I am the eldest daughter of Fang Huang, President of China Shipping Co. Ltd. Taipei, Taiwan, and was born at Lung Tan, Taoyuang, on February 8, 1948.

After finishing my secondary education at Wu-ling High School, Taoyuang, I was admitted into Soochaw University, and graduated in 1970 one of my classmates being Y.K. Chen, the youngest son of Dr. S. L. Chen, of Taiwan University.

My major in the university was accounting. It is my belief that an accountant plays an important role in the society, that for an industry to be prosperous, a sound accounting system is indispensable. I took to arithmetics when I was a child. My grade in mathematics at all school levels was always better than those in other subjects. I love to be an accountant. My mother, who was also an accountant in the city government but now retired, has always encouraged me to follow her steps. She is glad to see that I am on my way to success.

Having obtained practical experiences in accounting in Sun Moon Enterprise Company by working as a junior accountant, I consider it proper time to work as an accountant in a big company. As a young woman who is cautious and conscientious, I am sure that I can take any greater responsibility accorded to me.