

中英文範例

自傳·求職信·面談英語
履歷表·介紹信·推薦函

賴伯勇 編著

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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，
比劍銳利，比繩鞭傷人更深。

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。

範例一

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

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，我進入台灣大學電機工程系。

Engineering, Taiwan University, where I got straight 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 Oratorical 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「時」。

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。

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，負責機械入口。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 Yuang 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 after the military setback in the mainland. 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,

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。

父親和母親因大陸失守於民國三十八年渡台。因為雙親自幼受教育不多，辛苦勞力為生，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，希望有一天能成為應用化學的專家。因此，初入學時，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為別人之朋友。

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 Soochow 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.

自 傳

黃 英 美

我是台北中華船運公司董事長黃帆的最女。一九四八年二月八日出生於台灣桃園縣龍潭。

在桃園武陵高中受完中學教育後，進入東吳大學，於民國五十九年畢業。我的同學之一便是台灣大學陳辛蘭博士的兒子陳英廣。

在大學時代主修會計。我認為會計師在社會中扮演極重要的角色。工商業要能繁榮，健全的會計制度是不可缺的一環。小時候，我就對數學極感興趣。在各級學校求學時，我的數學成績總是超過其他科目的成績。我喜歡當一名會計師。家母曾在政府機構當主計員，現已退休。她常常鼓勵我克紹箕裘步隨她的後塵。她很高興見到我已步上成功之路。

在日月工業公司當初級會計員，獲得實務經驗，現在我認為我應當往大公司發展，當一名會計師。我正當青年，做事精細，有責任感，相信我能負起更大的責任。

範例四**AUTOBIOGRAPHY**

by Lily Wei

Model No. 4

I was born in Wan Hua, Taipei, Taiwan on July 11, 1956 of a middle class. My father is a civil official at the Department of Health, Taipei municipal government. My mother is a school teacher in a primary school in downtown. Both of them are residents of Taipei.

Although I am the only child of my parents, I am by no means a spoonfed girl. When I was still in my infancy, my mother taught me how to speak and how to behave. At the age of five, I was sent to a kindergarten in the neighborhood, and one year later, to a primary school. Six years in the primary school was a period of time most valuable in my whole life because it was during this period that I had first come to know the variety of knowledge in the world and that I had made friends with several classmates. The friendship among us is to last the rest of our life.

Upon graduation from the primary school, I was assigned to Nan Men Junior High School in August, 1968, without any entrance examination, thanks to the implementation of the nine-year compulsory education. Three years later I became a student of Taipei First Girls' High School, the envy of many of my classmates. I had many happy days for the first two years in high school when I did not have to worry about the future. I parti-