

華聯出版社印行

自傳·履歷·推薦 英 自薦·求職·應徵 大 漢 電話問答·面試問答 全 各 行 業 職 位 名 稱

(附簡單演講詞舉例)

華聯出版社編輯部編





華聯出版社印行

英 自傳、自薦函、應徵函、推薦函 大 服務離職證明、履歷表、電話問答 全

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編輯大意

由於近年來,本地工商業之迅速發展,尤其是國際貿易突飛猛進,已使本處在世界各地區之國際貿易,佔著極重要的地位。因此,無論是外國來港投資廠商或是各地公司行號,尤其是進出口貿易公司,在徵求英文秘書或是一般職員時,大都需要應徵者呈交全英文自傳及履歷表,至少也需要附送中英自傳和履歷表。

一般大專畢業同學或是社會青年,看到報紙徵求人才啟事,除 具備英文說寫流利條件外,均需附送中英文自傳和履歷表,但中英 文自傳及履歷表,究應如何寫,才合標準?幾乎在書店裡,也找不 到一本適合而詳細參考書,供各位謀職應徵者遵循。故編者鑒於此, 特編成本書,供各位求職應徵者參考,以開拓自己光明遠大前程。

若是在報紙上看到求才廣告而應徵時,除了呈交個人中英文自 傳和中英文履歷表外,仍必須自己親自撰寫英文應徵函連同自傳和 履歷表一併附送。若是具有某種特技專長,擬進入某大關係企業公 司行號工作時,就必須毛遂自薦,親自撰寫自薦函,將自己學歷、 經驗和特技專長,自我介紹一番,以博取僱主好感,而獲得一個理 想的工作。

本書主要內容計有:中英文自傳、中英文應徵函、中英文自薦

函、中英文履歷表、標準中文自傳、應徵英文面試問答、大學科系 名稱對照表以及大學學位縮寫對照表等,旨在對求職應徵者,提供 詳細標準模做參考實例。

本書由於時間倉促,錯誤在所難免,盼各位先進不吝指正。

及實口思維美以及。數书如公康士 **編著者** 《思思思》

胡潤生謹識

一九七八年九月廿九日





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、對如何撰寫自傳、自薦函和應徵函 提供幾點意見

- 1. 無論是撰寫一篇自傳或是一封求職自薦函、一封應徵函, 最重要的是第一段要有吸引力,這樣才有被人閱讀下去的可能,使 它能影響僱主給與你面試的機會。否則連面試的機會都沒有,因此 ,必須特別愼重。
- 2. 自傳與傳記是不同的,傳記通常是別人替你寫的,而自傳 是由自己親筆把自己的年齡、籍貫、家庭狀況、求學經過、自己能 力、特長、工作經驗以及個人未來抱負和理想等重要資料,詳細敍 述,讓閱讀你自傳的人,對你就有了一個詳細瞭解。故自傳除了內 容充實之外,如字體、文筆生動、內容簡潔以及內心坦誠,亦是獲 取僱主好感的先決條件,進而獲得面試的機會。
- 3. 自薦函和應徵函其主要內容,不外是把自己重要的學歷、經驗、能力、技術專長以及志向和抱負,以簡短、生動、坦誠的手法寫出來,使對方一看到你的信,就知道你的目的和意願。
- 4. 當僱主看到你的自傳、自薦函或是應徵函後,由於內容詳細而充實以及文筆之流暢,當然對你就會發生了好感,進而要通知你參加面試。
- 5. 参加求職面試,除了要注意個人的儀容整修外,特別要預 先假設出僱主可能問到的各種問題,將假設出的各種問題,在家裡 先做預演,到時候就能很快地反應出如何去應付曾經假設的問題。 本書第七章專爲各位求職應徵者,在面試時,可能遭到的各種問題

和答案,供各位讀者參考。在這裡並要告訴各位一個基本原則,就 是無論做什麼事,都要事先做充份準備,然後大膽以赴,如此一定 會成功的。

6. 青年人,對於自己事業的前途,要有強烈的欲望和冷靜的 觀察力,這樣才能做出一番偉大的事業來。尤其在今天企業世界裡 ,一切事情都要講求速度、效率,要想找一個理想的職業,謀一個 安定的生活,確實是一件不容易的事。爲了今後要在社會上做一番 事業以及和別人競爭生存下去,必須要善用自己冷靜的觀察和分析 力,把握自己有利的優點,然後傾注全部精力去應付,並掌握自己 每一秒鐘的靈感,而加以發揮,最後必能達成自己的願望。



2 AUTOBIOGRAPHICAL EXAMPLES FOR APPLYING JOBS

Example No. 1.

Autobiography

by Fred P. Drayer

It is indeed a great pleasure and privilege for me to have this opportunity to introduce myself to you, which is as follows for your reference.

I was born in Doland, South Dakota, U.S.A. on 30 January, 1936. I received my Bachelor of Science degree from South Dakota State University in 1958 and was commissioned a second Lieutenant in the U.S. Air Force upon completion of ROTC training. My first active duty assignment was to the Personnel Officer's School at Lack, AFB, Texas. In early 1959, I was assigned to Morocco, North Africa, as a squadron Personnel Officer. In 1962, while assigned to Fort Meade, Maryland, was selected to serve in the USAF Management Engineering Program and was assigned to Stewart AFB, New York. After several courses at the Army Management Engineering Training Agency, Pock Island, Illinois, I was assigned to McChord AFB. Washington in 1964 as Commander of a Management Engineering Detachment. Following that assignment in 1967 I served three years at Air Defense Headquarters,

Colorado Springs, Colorado and 4½ year at the Pentagon, Washington, D.C. Prior to my assignment to Tokyo in November 1974, I served for one year at USAF Systems Command Headquarters, Andrews AFB, Maryland, as Chief, Management Engineering Division.

I am a graduate of the Squadron Officers School and Air Command and Staff College, and presently is enrolled in the Industrial College of the Armed Forces correspondence course. I have done graduate study at the Universities of Maryland and Wisconsin. I am presently assigned to MAAG Japan as Manpower Advisor. I am married and have four daughters. My family is with me in Tokyo.

about served three years as his Delease Presidentairs.

、 求職自傳實例

實例1

杜雷爾 自傳

^{鄙人}能有這個機會向 閣下作自我介紹,感到非常愉快和光 榮。自傳內容如下,謹供參考。

余於一九三六年一月三十日,出生於美國南達科塔,杜蘭鎮。 一九五八年獲得南達利塔州立大學理學士。完成預備軍官訓練後,即 被任命爲美國空軍少尉軍階,奉派到德克薩斯州,蘭克爾空軍基地, 副官學校服務。於一九五九年初,又奉派到北非摩洛哥,擔任中隊 人事官。又於一九六二年奉派到馬里蘭州,米特堡服務並被選派到 紐約州,斯條爾特空軍基地,參與一項工程管理計劃。在伊利諾州 ,羅基島,接受陸軍管理工程班訓練後,又於一九六四年,奉派到 華盛頓麥克科特空軍基地,擔任管理工程特遣除隊長。從一九六七 年開始,在科羅拉多州,美空防司令部服務叁年,隨後又在華盛頓 特區,五角大廈服務四年半。本人係於一九七四年十一月選派來東 京服務,來此前曾在馬里蘭州,安德魯空軍基地,系統指揮部,擔 任工程管理處處長一年。

余係美空軍軍官飛行學校及空軍指揮參謀學院畢業。並在馬里 蘭州及威斯康辛州立大學研究,目前正接受美國三軍工業大學函授 。現服務於美軍顧問團,擔任人力管理顧問。已婚有四個小孩,家 住在東京。 Example No. 2.

Autobiography

by Chi Nan-tong

It is a great pleasure as well as honor for me to avail myself of this opportunity to introduce myself to you. The resume for your reference about me is as follows:

My name is Chi Nan-tong and twenty five years old. I was born in Fukien province in south China. I came to Hong Kong with my family as a little child in 1949 and received all of my formal education here.

I attended the best public schools from primary school through college in H.Kong. My grades were not as good as they should have been, but they were still far above average. On the basis of my grades and high test scores in the college entrance examination, I was permitted to enroll in Chinese University, where I majored in Music.

I have always been very interested in music. I took lessions from time I was able. My family is quite musical. I can play several instrutments, both Chinese and Western, as well as singing and dancing. In college, I took courses in performing music and in the history of

music.

I intend to concentrate on playing and composing for Chinese instruments, but I think a strong background in musical history would be a great help to me there. And even though I love classical Chinese Music more than occidental music, I am still fascinated by the latter and have no desire to refuse to appreciate its merits.

After graduation from college, I hope to be a musical and singing teacher in high school.

Thank you very much for your consideration in my autobiogaphy.

實例 2

詹南通 自傳

鄙人能利用這個機會向 閣下作自我介紹,感到無上光榮和愉快。本人略傳提供參考如下:

余姓詹,名南通,現年二十五歲,祖籍福建省,一九四九年, 隨家來港定居,並在香港完成我所有正式教育。

自小學到大學教育,均在當地之公立學校完成。期間在校學業成績,雖不如理想,但自感仍在平均成績標準以上。參加大專考試,高分及格,獲得進入香港中文大學,音樂系就讀。

余對音樂頗具興趣,家人對音樂亦非常喜愛。余能演奏中西樂 器數種,以及歌唱和舞蹈。在大學期間,我的主修課程是音樂演奏 和音樂史。

余打算致力於中國樂器之演奏和作曲,但自感對音樂史之瞭解 ,對我亦極爲重要。雖然我比較喜愛中國古典音樂,但對於西洋音 樂亦具興趣,特別喜歡欣賞其優美點。

大學畢業後,希望做一位高中音樂和歌唱老師。承蒙 閣下惠 閱鄙人略傳,至爲感激。

Example No. 3.

Autobiography

by Chang Wei-yuan

My native place is Hopei Province in Northern China. in 1949 my family moved to Hong Kong. Therefore all my schooling and most of my life have been spent on this island of Hong Kong.

As a child I didn't fully realize the importance of an education. Although my family scolded me, I never did well in school because I was always so much more interested in sports. I was almost failed in the college Joint examination. If it hadn't been for my mother s constant reminders and her strict discipline, I might never have attended the University where I learned for the first time how important it is to study hard and learn various subjects well. I therefore feel my true academic career began at the university. As a Business undergraduate I majored in Administration because I think one of the things Hong Kong needs the most is efficient able business administrators so that we can

continue to grow and flourish. My father has held public office for many years and he has often told me of the need for dedicated, well educated men in the field.

In order to broaden my knowledge, I also took several courses in Law, economics, political science and psychology. I feel that a business administrator should be as well informed as possible not only about his field but also about general subjects. He should be a well rounded person in all respects so as to do this best job possible.

My interest in my major subject can be easily seen by looking at my record. I plan to work in Public Administration after my graduation. I am also interested in the private business administration.

I have just finished my B. A. training. If you wish to give me an opportunity to work in your company, I will do my best for you.

Thank you very much for your kind attention to my autobiography.

實例3

West and found v

張偉元 自傳

余祖籍河北省,於一九四九年,隨家人遷居來港。此後, 我的學校教育與生活均在香港渡過。

年幼時,對於教育的重要性,不甚瞭解,故常受到家人責罵。 因爲我喜愛運動,故學校成績仍不如理想,幾乎每次學期會考均遭 失敗。

倘若不是昔日家母不斷提醒與嚴格教導,絕不會獲得進入現在 大學就讀。故對各種課程之努力用功,對我來說,極爲重要。因 此,我認爲大學才是我眞正求學的開始,我認爲我們本地目前迫切 需要的,是商業行政人員,爲使我們經濟發展繼續成長與繁榮,故 我選修了商業行政。家父曾任公務數年,經常告訴我,要想在這方 面有所貢獻,必須受過良好教育。

爲了開拓知識領域,我特選修法律、經濟、政治和哲學方面課程。我認爲作爲一個商業行政人員,他不僅要具備商業上知識,而且對於一般知識亦應具備,他應該是一位具備多方面知識的完人,始能把工作做得盡善盡美。

從我的紀錄中,就很容易瞭解我對主修課程之興趣。畢業後, 希望從事公共行政工作,但我對於私人商業行政方面亦頗感興趣。

余剛完成商務行政教育,倘若 閣下能給予我爲 貴公司服務 機會,余將盡力爲 閣下效力。

閣下 對我自傳的考慮,鄙人至爲感激。