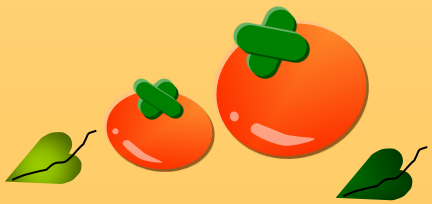
# Documents for Interview

Chris C.

# Content

- Resumes, CV (curriculum vita)
- Autobiography
- Cover letters
- Biography

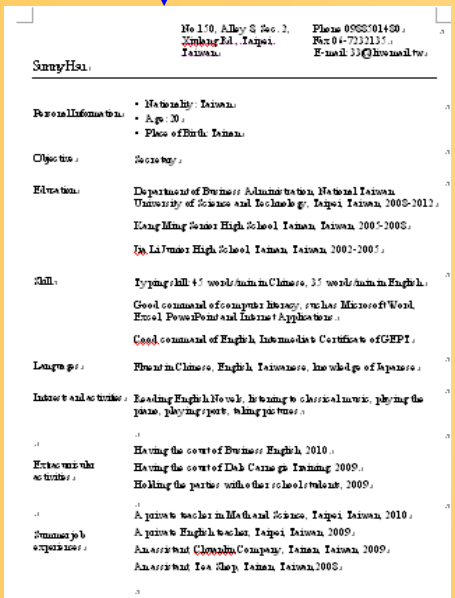


Resumes

Autobiography

Biography

Cover Letter



No.150, Alley 8, Sec. 2, Xinlang Rd., Taipei, Taiwan.

Phone 0988501480
Fax 04-7232135
E-mail: 33@livemail.tw

Sunny Hsu

Personal Information:
- Nationality: Taiwan
- Age: 20
- Place of Birth: Taiwan

Objective: Secretary

Education: Department of Business Administration, National Taiwan University of Science and Technology, Taipei, Taiwan, 2008-2012.

Kang Ming Senior High School, Taiwan, Taiwan, 2005-2008.

Jia Li Junior High School, Taiwan, Taiwan, 2002-2005.

Skill: Typing skill: 45 words/min in Chinese, 35 words/min in English.

Good command of computer literacy, such as Microsoft Word, Excel, PowerPoint and Internet Applications.

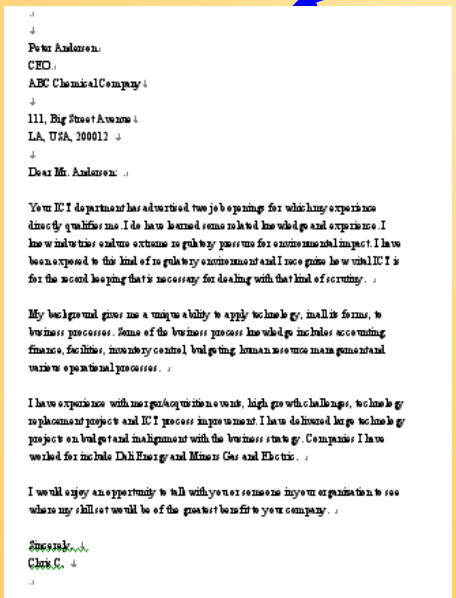
Good command of English, Intermediate Certificate of GEPT.

Languages: Fluent in Chinese, English, Taiwanese, knowledge of Japanese.

Interest and activities: Reading English Novels, listening to classical music, playing the piano, playing sports, taking pictures.

Extracurricular activities:
Having the court of Business English, 2010.
Having the court of Dale Carnegie Training, 2009.
Holding the parties with other school students, 2009.

Summer job experiences:
A private teacher in Mathand Science, Taipei, Taiwan, 2010.
A private English teacher, Taipei, Taiwan, 2009.
An assistant, Chuanlin Company, Taiwan, Taiwan, 2009.
An assistant, Tea Shop, Taiwan, Taiwan, 2008.



Peter Anderson
CEO
ABC Chemical Company
111, Big Street Avenue
LA, USA, 200012

Dear Mr. Anderson:

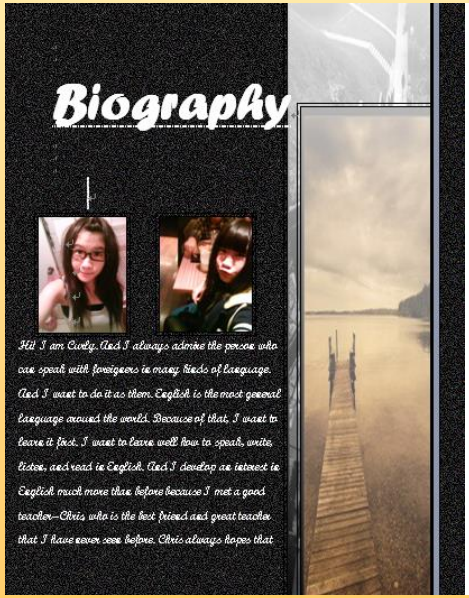
Your ICT department has advertised two job openings for which my experience directly qualifies me. I do have learned some related knowledge and experience. I know industries endure extreme regulatory pressure for environmental impact. I have been exposed to this kind of regulatory environment and I recognize how vital ICT is for the record keeping that is necessary for dealing with that kind of scrutiny.

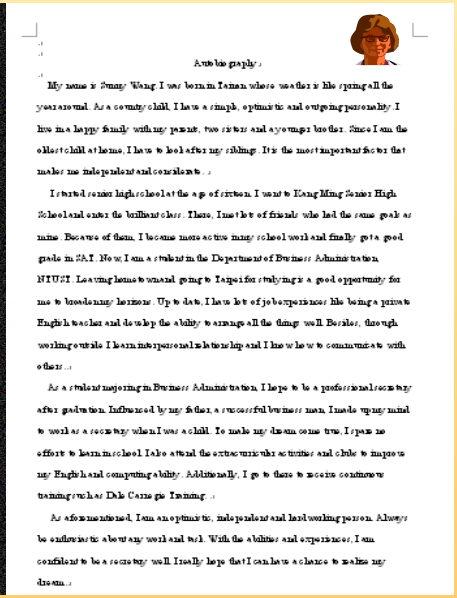
My background gives me a unique ability to apply technology, in all its forms, to business processes. Some of the business process knowledge includes accounting, finance, facilities, inventory control, budgeting, human resource management and various operational processes.

I have experience with merger/acquisition events, high growth challenges, technology replacement projects and ICT process improvement. I have delivered large technology projects on budget and in alignment with the business strategy. Companies I have worked for include Dali Energy and Miners Gas and Electric.

I would enjoy an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company.

Sincerely,
Chris C.



Autobiography

My name is Sunny Wang. I was born in Taiwan whose weather is like spring all the year around. As a country child, I have a simple, optimistic and outgoing personality. I live in a happy family with my parents, two sisters and a younger brother. Since I am the oldest child at home, I have to look after my siblings. It is the most important factor that makes me independent and considerate.

I started senior high school at the age of sixteen. I went to Kang Ming Senior High School and enter the brilliant class. There, I met lots of friends who had the same goals as mine. Because of them, I became more active in my school work and finally got a good grade in SAT. Now, I am a student in the Department of Business Administration, NTUST. Leaving home to work and going to Taipei for studying is a good opportunity for me to broaden my horizons. Up to date, I have lots of job experiences like being a private English teacher and develop the ability to arrange all the things well. Besides, through working outside I learn interpersonal relationship and I know how to communicate with others.

As a student majoring in Business Administration, I hope to be a professional secretary after graduation. Influenced by my father, a successful business man, I made up my mind to work as a secretary when I was a child. To make my dream come true, I spare no effort to learn in school. I also attend the extracurricular activities and clubs to improve my English and computing ability. Additionally, I go to there to receive continuous training such as Dale Carnegie Training.

As aforementioned, I am an optimistic, independent and hard working person. Always be enthusiastic about any work and task. With the abilities and experiences, I am confident to be a secretary well. I really hope that I can have a chance to realize my dream.

# Resume/Curriculum Vitae (CV)

- Who is your reader (objective)
- What is your reader want to know
- Highlight your strengths

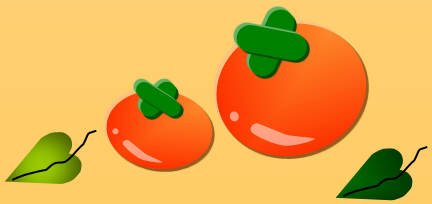
→Be positive

→Use action words

- Write clearly and concisely (phrases)

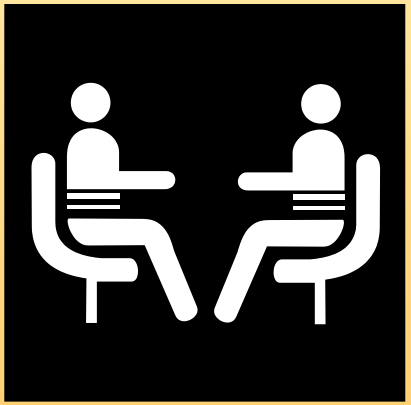
→give examples

→get an outside opinion



# Resume/Curriculum Vitae (CV)

- Personal information
- Objective
- Educational background
- Skills
- Experiences
- Awards



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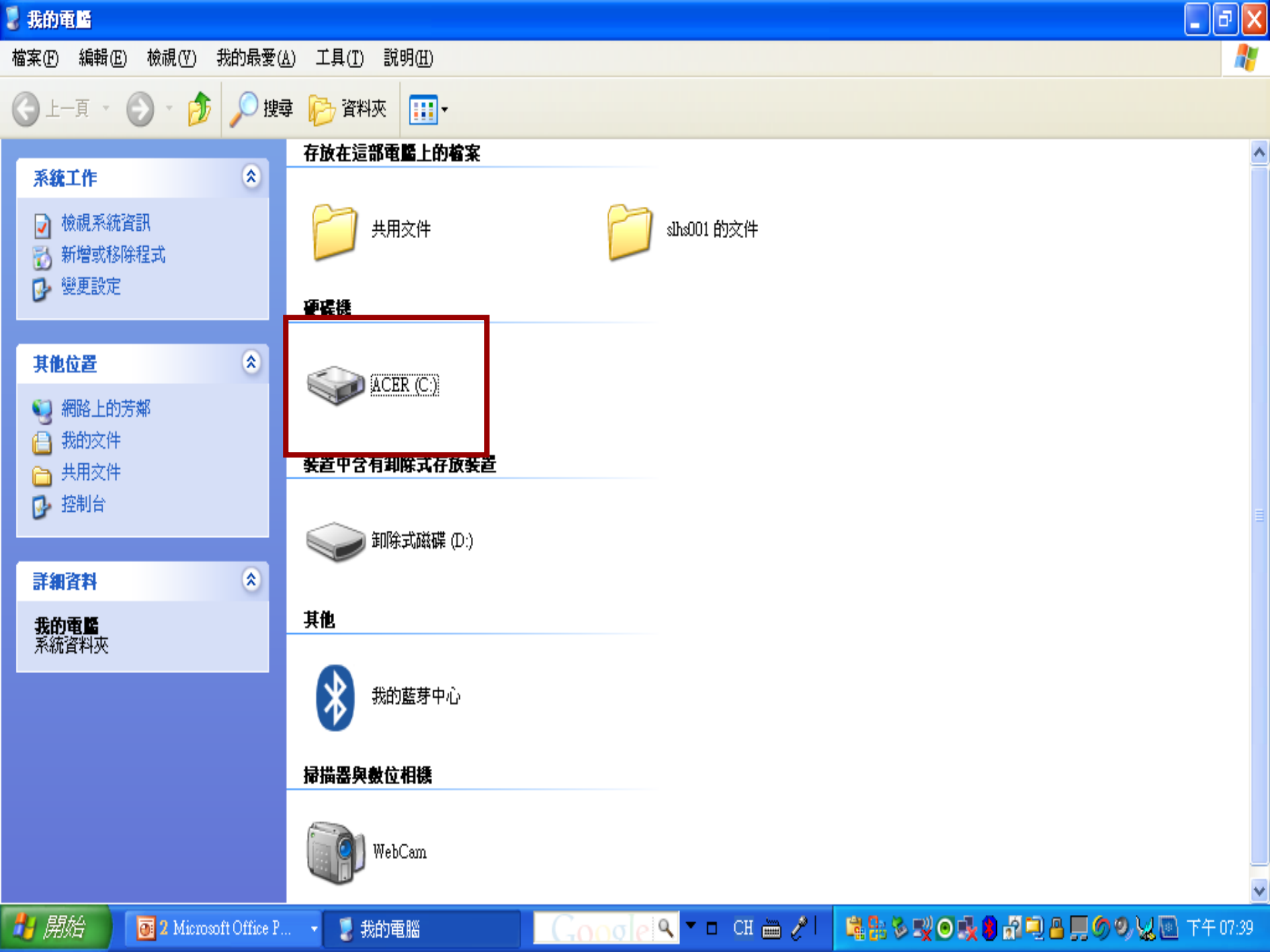
- Route: C→Program files→Microsoft office→1028 (Wizard)
- Examples: resume, memo, letter, proposal, report, fax, agenda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檢視系統資訊
新增或移除程式
變更設定
其他位置
網路上的芳鄰
我的文件
共用文件
控制台
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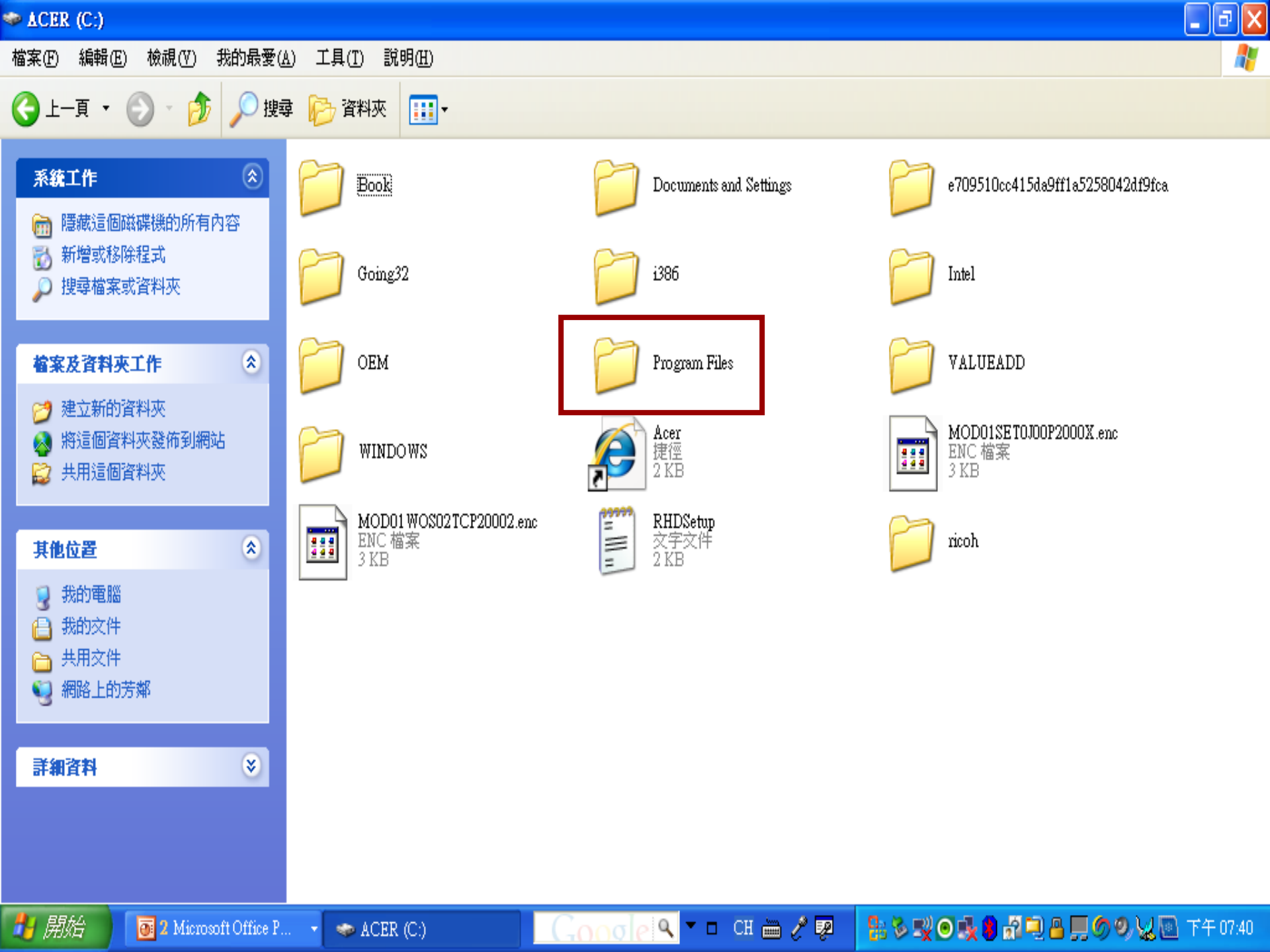
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將這個資料夾發佈到網站
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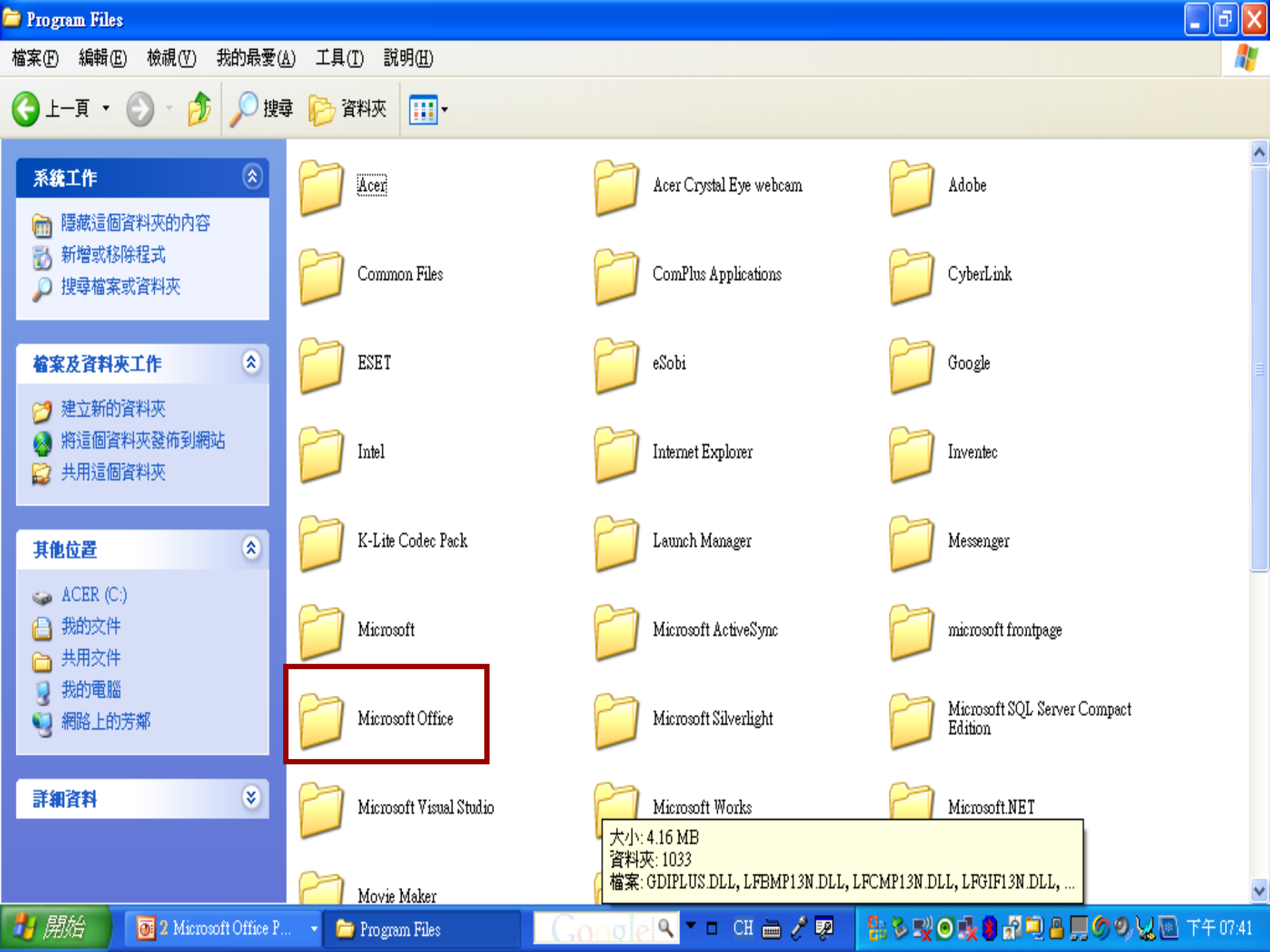
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Acer
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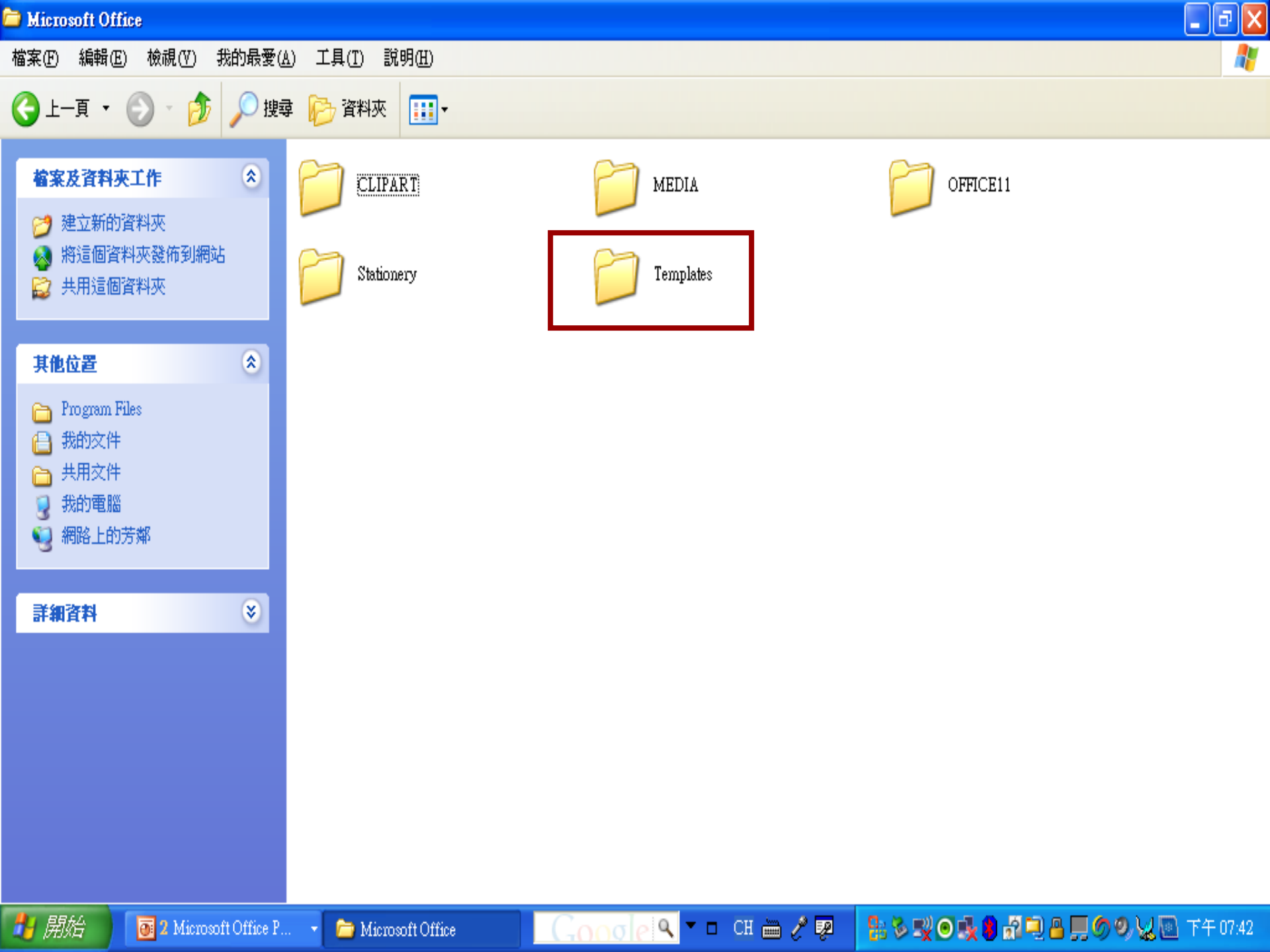
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共用文件
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網路上的芳鄰
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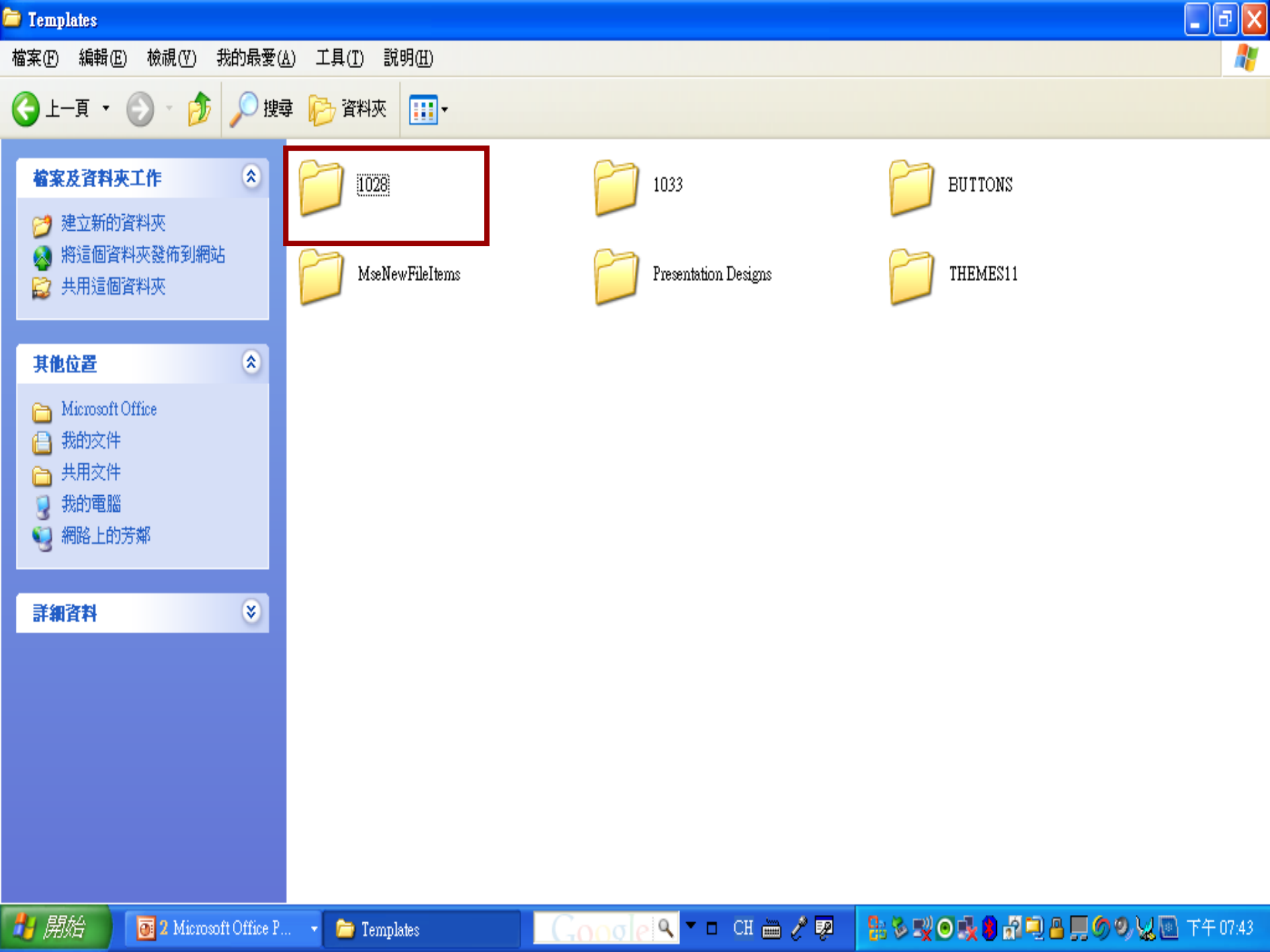
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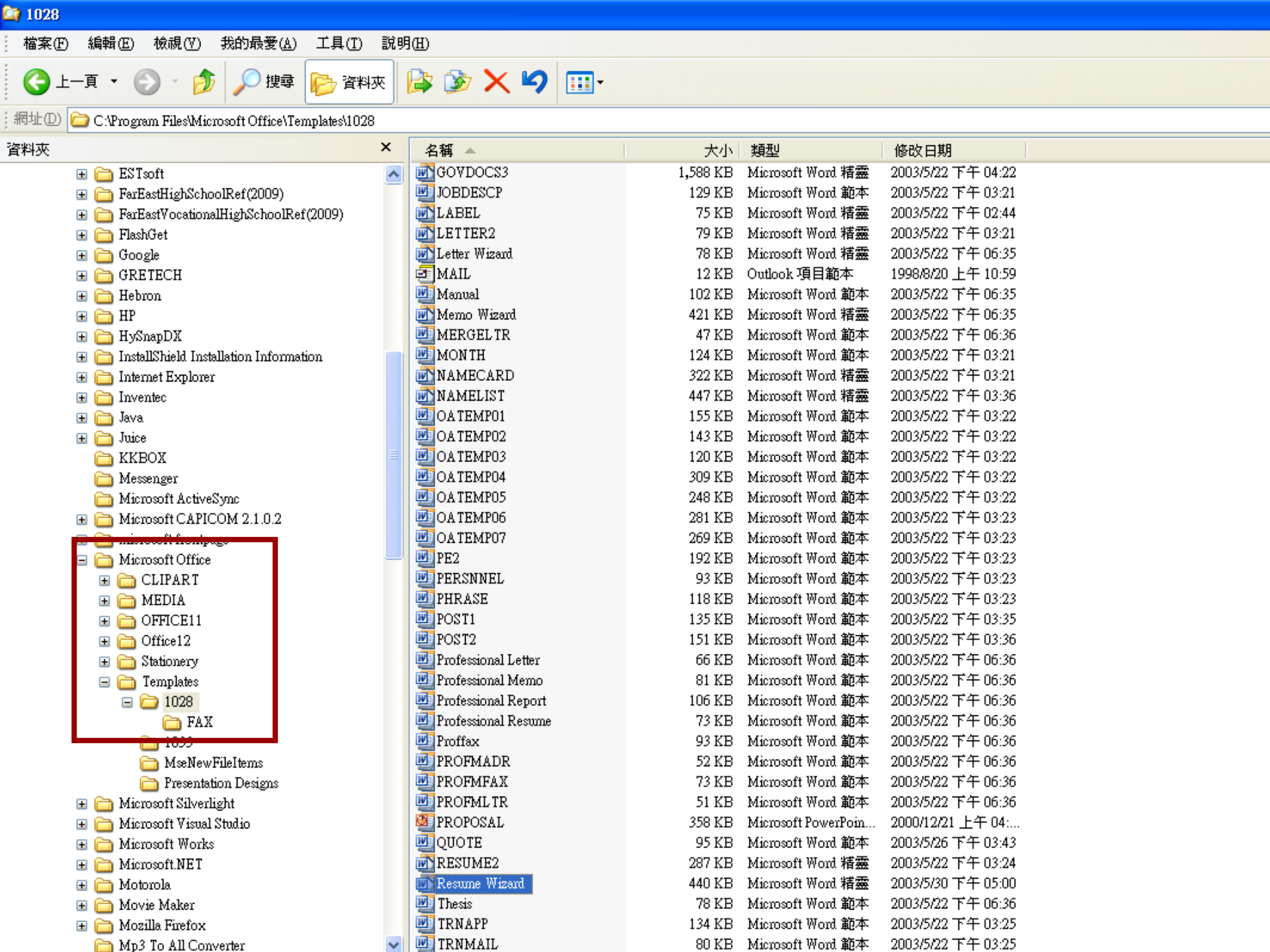
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Google
GRETECH
Hebron
HP
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Internet Explorer
Inventec
Java
Juice
KKBOX
Messenger
Microsoft ActiveSync
Microsoft CAPICOM 2.1.0.2
Microsoft Office
CLIPART
MEDIA
OFFICE11
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Templates
1028
FAX
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Presentation Designs
Microsoft Silverlight
Microsoft Visual Studio
Microsoft Works
Microsoft.NET
Motorola
Movie Maker
Mozilla Firefox
Mp3 To All Converter
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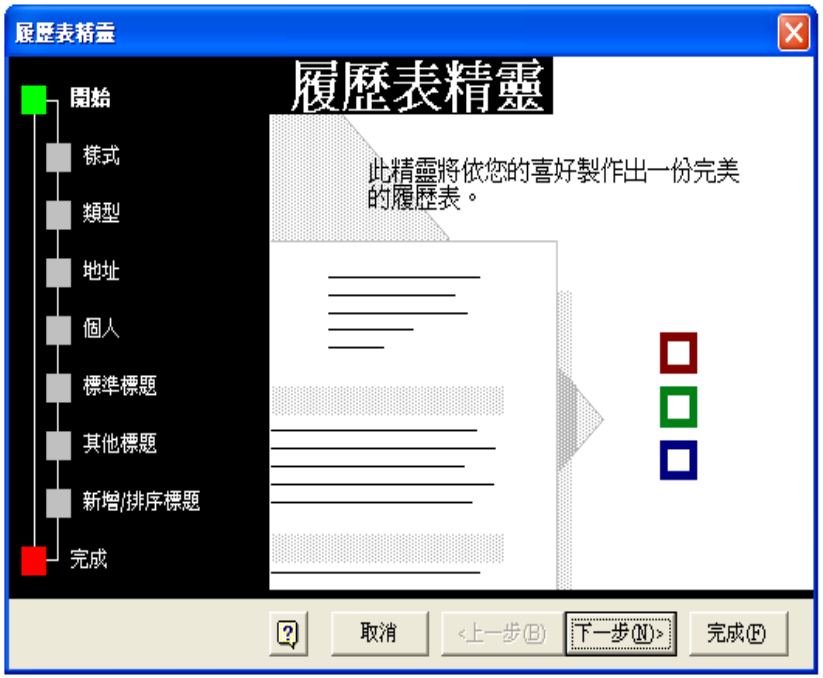
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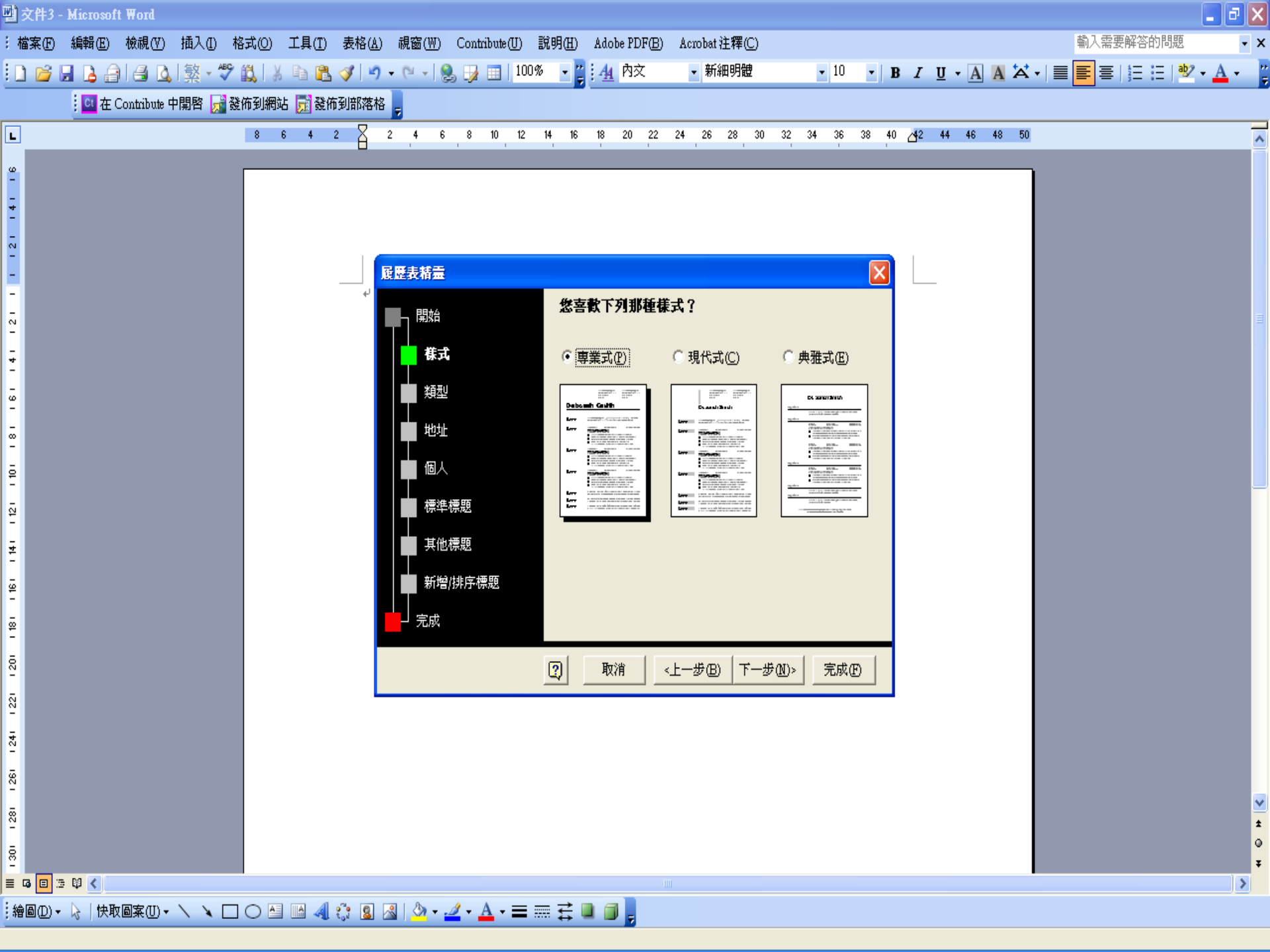
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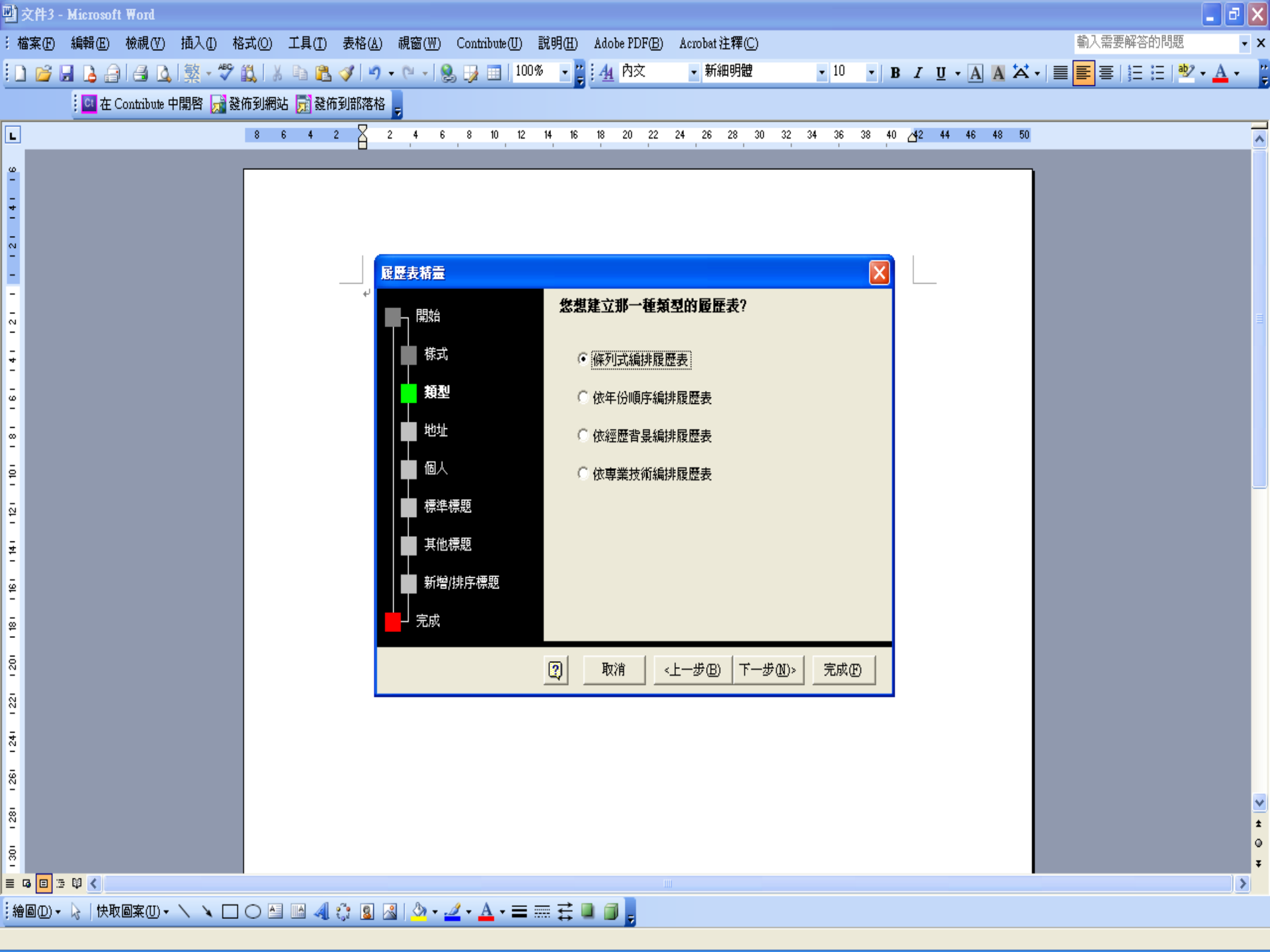
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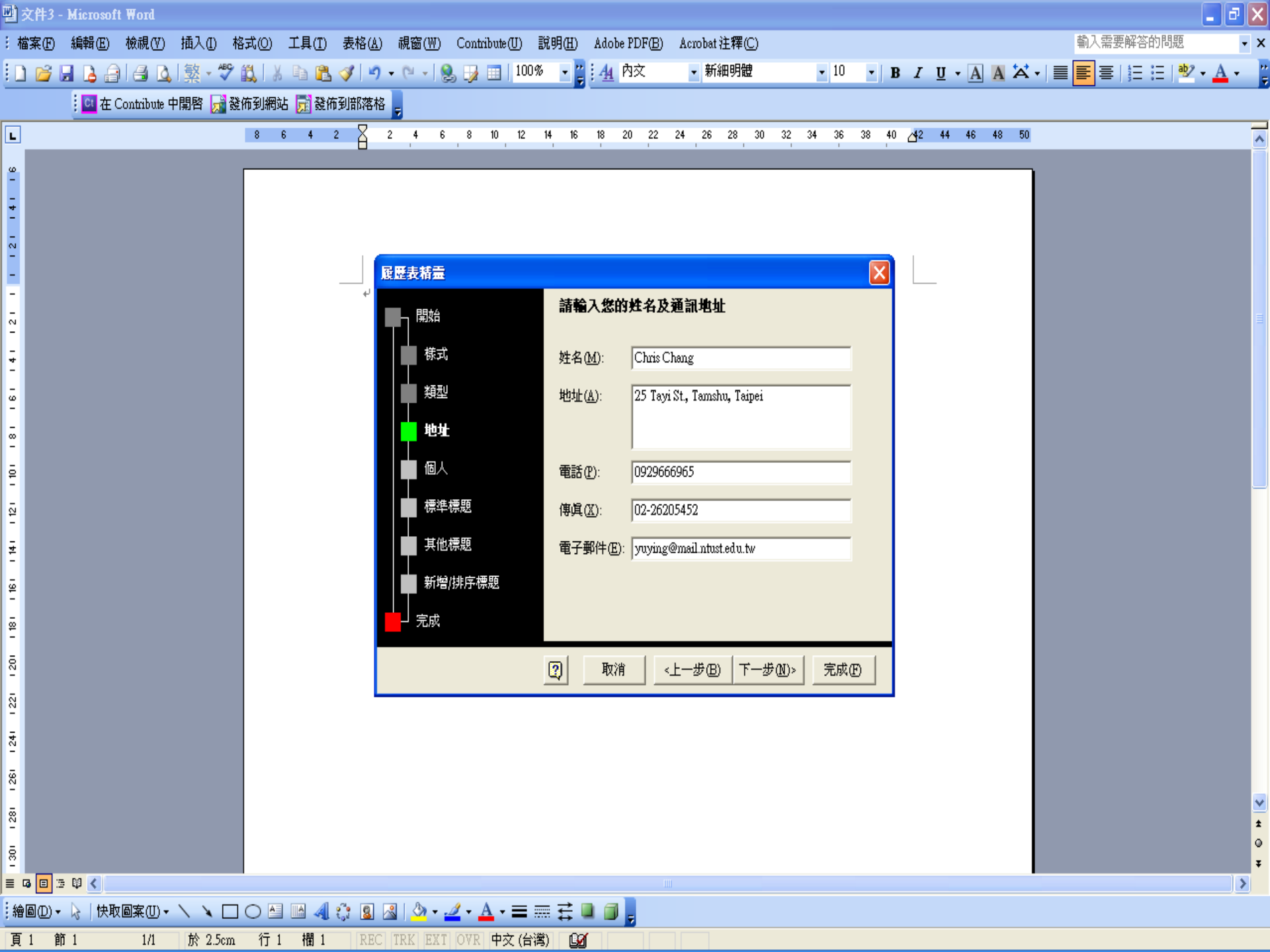
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電話(P):
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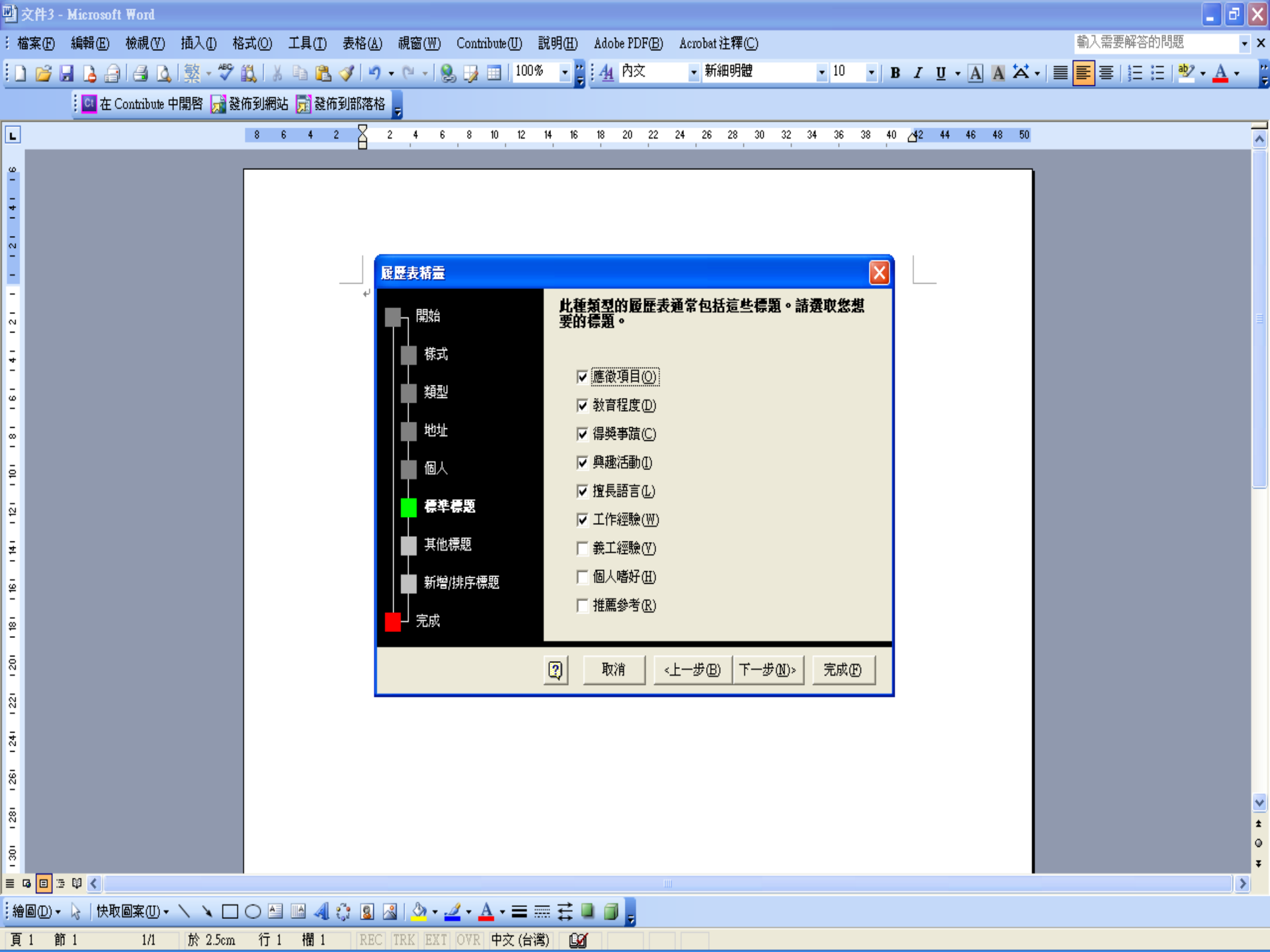
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地址
個人
標準標題
其他標題
新增/排序標題
完成
此種類型的履歷表通常包括這些標題。請選取您想要的標題。
應徵項目(O)
教育程度(D)
得獎事蹟(C)
興趣活動(I)
擅長語言(L)
工作經驗(W)
義工經驗(V)
個人嗜好(H)
推薦參考(R)
取消
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完成(F)
繪圖(D) 快取圖案(U)
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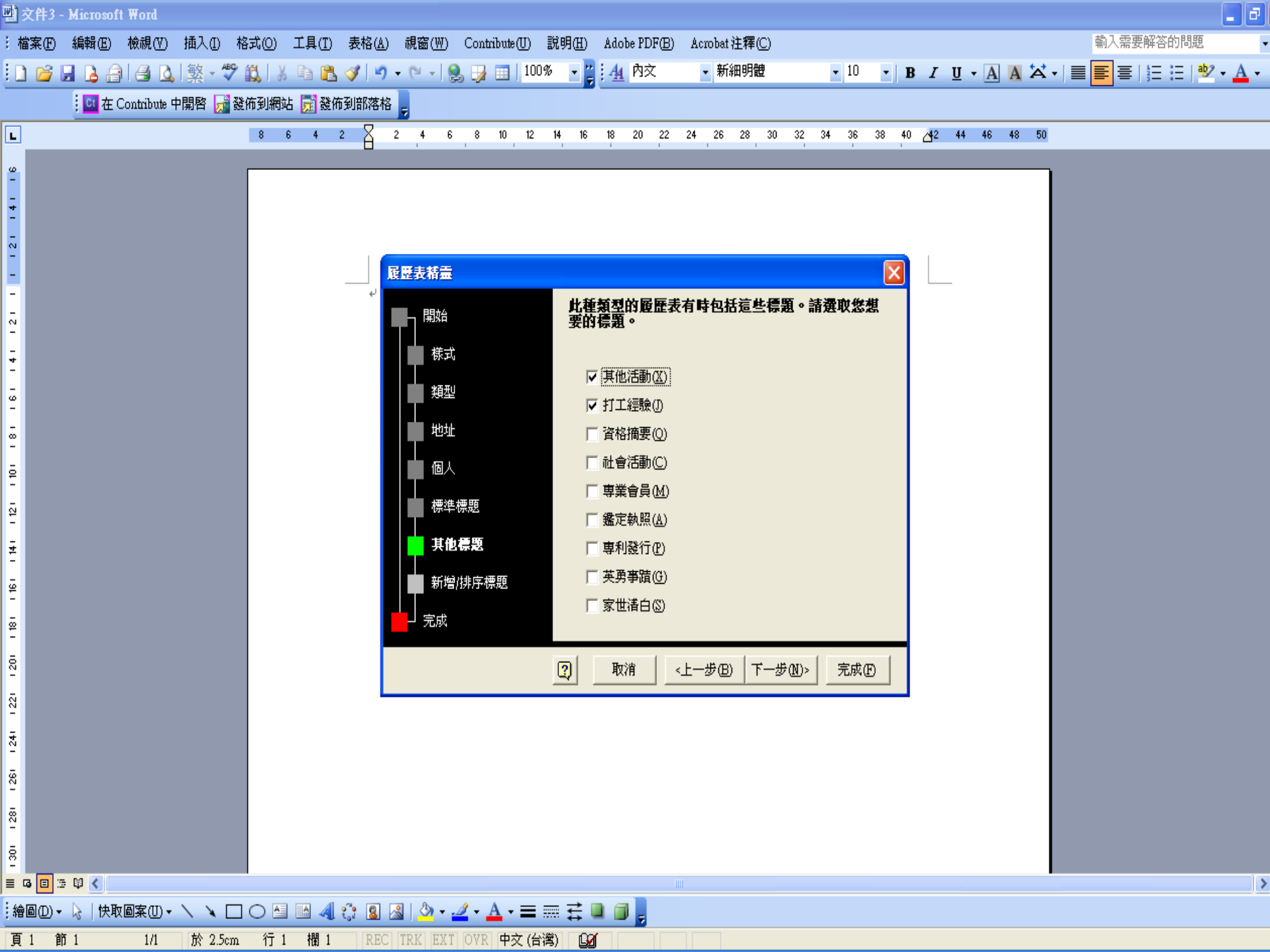
文件3 - Microsoft Word
檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 表格(A) 視窗(W) Contribute(U) 說明(H) Adobe PDF(B) Acrobat 注釋(C)
輸入需要解答的問題
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其他活動(X)
打工經驗(J)
資格摘要(Q)
社會活動(C)
專業會員(M)
鑑定執照(A)
專利發行(P)
英勇事蹟(G)
家世諸白(S)
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請輸入您想新增的標題在履歷表中
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這些是您的履歷表標題
Objective
Education
Awards received
Interests and activities
Languages
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向下移動(D)
移除(R)
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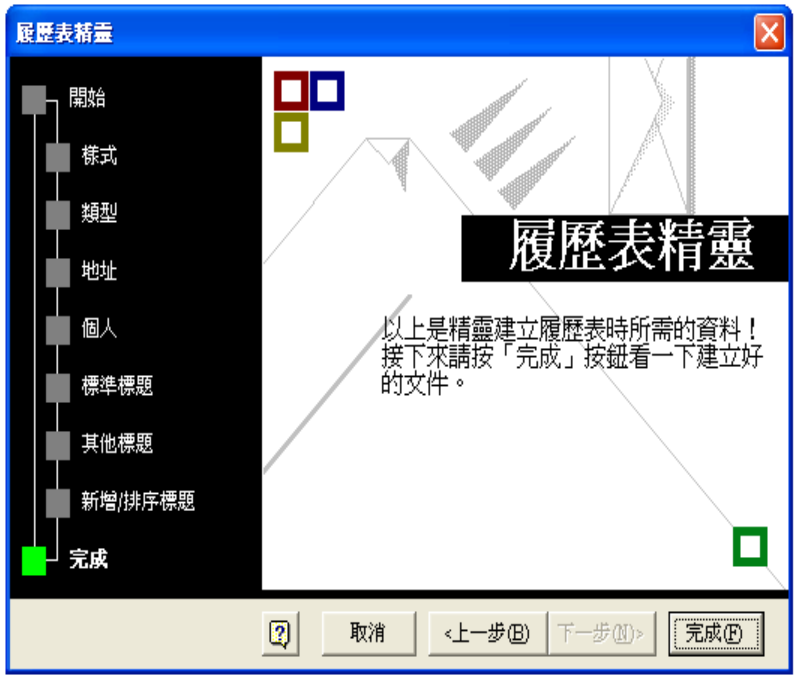
下一步(N)>
完成(F)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履歷表精靈
以上是精靈建立履歷表時所需的資料！
接下來請按「完成」按鈕看一下建立好
的文件。
取消
<上一步(B)
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完成(F)

25 Tayi St., Tamshu, Taipei.
Phone 0929666965.
Fax 02-26205452.
E-mail yuying@mail.ntust.edu.tw.

# Chris Chang

**Personal Information**

- Marital status:
- Nationality:
- Age:
- Place of Birth:
- Parents:

**Objective** [ Type Objective Here ]

**Education** [ Dates Attended ] [ Company/Institution Name ] [ City, State ]

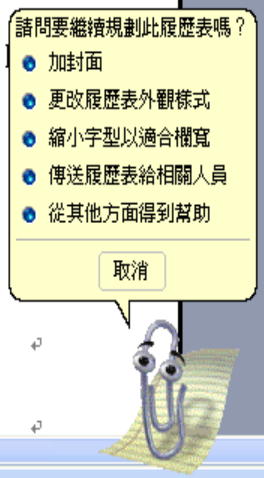
**[ Degree/Major ]**

- [ Details of position, award, or achievement. ]

**Awards received** [ Click here and enter information. ]

**Interests and activities** [ Click here and enter information. ]

**Languages** [ Click here and enter information. ]



Sample

25 Tayi St., Tamshu, Taipei
Phone 0929666965
Fax 02-26205452
E-mail yuying@mailmust.edu.tw

# Chris Chang

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**Objective**
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[ Degree/Major ]
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**Awards received**
[ Click here and enter information. ]

**Interests and activities**
[ Click here and enter information. ]

**Languages**
[ Click here and enter information. ]

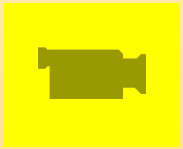
**Work experience**
[ Dates Attended ] [ Company/Institution Name ]
[ City, State ]
[ Job Title ]
- [ Details of position, award, or achievement. ]

**Extracurricular activities**
[ Click here and enter information. ]

**Summer jobs**
[ Dates Attended ] [ Company/Institution Name ]
[ City, State ]
[ Job Title ]
- [ Details of position, award, or achievement. ]

# Autobiography

- Clarify the readers
- Give positive, potential features
- Tell what your life is all about including people, place, and experience
- Write it in a chronological order
- No more than 2 pages





**(our story)** http://tw.youtube.com/watch?v=wZBIS-v_Aa8

# Autobiography

My name is Sunny Wang. I was born in Tainan whose weather is like spring all the year around. As a country child, I have a simple, optimistic and outgoing personality. I live in a happy family with my parents, two sisters and a younger brother. Since I am the oldest child at home, I have to look after my siblings. It is the most important factor that makes me independent and considerate.

I started senior high school at the age of sixteen. I went to Kang Ming Senior High School and enter the brilliant class. There, I met lots of friends who had the same goals as mine. Because of them, I became more active in my school work and finally got a good grade in SAT. Now, I am a student in the Department of Business Administration, NTUST. Leaving hometown and going to Taipei for studying is a good opportunity for me to broaden my horizons. Up to date, I have lots of job experiences like being a private English teacher and develop the ability to arrange all the things well. Besides, through working outside I learn interpersonal relationship and I know how to communicate with others.

As a student majoring in Business Administration, I hope to be a professional secretary after graduation. Influenced by my father, a successful business man, I made up my mind to work as a secretary when I was a child. To make my dream come true, I spare no efforts to learn in school. I also attend the extracurricular activities and clubs to improve my English and computing ability. Additionally, I go to there to receive continuous training such as Dale Carnegie Training.

As aforementioned, I am an optimistic, independent and hardworking person. Always be enthusiastic about any work and task. With the abilities and experiences, I am confident to be a secretary well. I really hope that I can have a chance to realize my dream.

# Cover Letters

- An accompanying letter
- An introduction to you and your resume
- An explanation of your potential

Content:

- a header (heading), introduction, body, and closing

Peter Anderson
CEO
ABC Chemical Company

111, Big Street Avenue
LA, USA, 200012

Dear Mr. Anderson:

Your ICT department has advertised two job openings for which my experience directly qualifies me. I do have learned some related knowledge and experience. I know industries endure extreme regulatory pressure for environmental impact. I have been exposed to this kind of regulatory environment and I recognize how vital ICT is for the record keeping that is necessary for dealing with that kind of scrutiny.

My background gives me a unique ability to apply technology, in all its forms, to business processes. Some of the business process knowledge includes accounting, finance, facilities, inventory control, budgeting, human resource management and various operational processes.

I have experience with merger/acquisition events, high growth challenges, technology replacement projects and ICT process improvement. I have delivered large technology projects on budget and in alignment with the business strategy. Companies I have worked for include Dali Energy and Miners Gas and Electric.

I would enjoy an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company.

Sincerely,
Chris C.

# Biography

- What life is all about
- Turning points
- Life philosophy



http://www.ted.com/talks/lang/eng/steve_jobs_how_to_live_before_you_die.html

# Information for the Detail

1. The speaker is Steve Jobs, who is the CEO of the Apple company
2. Steve's three stories are "connecting to dots," "love and loss," and "death."
3. Steve was graduated from Reed university which is almost as expensive as Stanford university.
4. Steve's biological mother was unwed graduate student; however, his adopted parents are lawyers.
5. Steve's biological mother became relented and signed the adoption papers because his adopted parents promised to let Steve go to college.
6. Steve dropped out the school after 16 months, and the experience for him was scary at that time.
7. Steve learned serif and typeface at Reed university, which makes Mac and Window have beautiful fonts.
8. Steve wanted people to trust their gut, destiny, life, and karma. Give confidence to follow your heart because even when it leads you off the well worn path, and that will make all the difference.

9. Steve and Woz started Apple in the garage when he was 2o, but he was fired at the age of 3o, which was very devastating.
10. Getting fired freed Steve to enter one of the creative periods of his life.
11. Steve ran away from his village when he was fired.
12. Steve got married after he was fired by Apple.
13. Pixar started by Steven went on to create the world's computer animated feature film, such as Snow White.
14. Steve returned to Apple because Apple bought Pixar.
15. What made Steve keep going is he left Apple.
16. Steve suggested keeping looking for what you love. Don't settle if you do not find it.
17. Steve was 50 years old when he gave the speech.
18. Steve asked himself every morning, "If today were the last day of my life, would I want to do what I am about to do today."
19. Steve was diagnosed pancreatic tumor and could only lived for 3 to 6 months, according to the doctor.
20. Steve gave "Stay hunger, stay foolish" as a conclusion.

# Assignment

Write your own resume and biography