

履歷與推薦函

有點簡單又沒那麼簡單

139494@mail.tku.edu.tw

林敘如
淡江大學英文系兼任講師

履歷

1. 一面A4為限。
2. 格式可上網多方參考，力求版面整齊乾淨、字型統一，字大小、底線斜體粗體務必小心斟酌使用。
3. 有些公司若提供公版格式：則依其填寫。
4. 履歷內容依申請目的不同，必須做調整。
5. 各項內容以最新的寫最上面(請見圖)。
6. 歐美學校或公司一般不放照片，國內可放。

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Education

2009~2010: Master of Art, major in TESOL, New York University, U.S.A.
2003~2007: Bachelor of Arts, major in English, minor in International Trade, Tamkang University, Taipei, Taiwan, R.O.C.

Professional Experience

2017.9~present: Teaching Basic English Writing and English Vocabulary and Reading at National Taiwan University of Science and Technology.
2015~2017.6: Teaching general English to TKU school staff.
2010~present: Teaching Sophomore Composition, Freshman English and Sophomore English at Tamkang University.
• Providing after-school academic intensive classes and teaching TOEIC, GEPT, English Conversation classes to visually-impaired students of Tamkang University.
• Translating documents and websites at Tamkang University as a part-time.
2010: Internship at the language school, Embassy CES, New York.
2009: A two-month part time at Columbia University Teachers College Library: catalog and code books.

Certification

2014: Cambridge Teaching Knowledge Test (TKT) Module 1: Band 4, Module 2: Band 4, Module 3: Band 4.
2013: TQC-OA Office Application Word 2010 - Professional.

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履歷內容 (假設為申請獎學金、交換生、實習、研究所)

1. 基本資料
2. 學歷(不用寫高中)
- ☆ 3. 工作經驗(打工、實習都可以寫)
- ☆ 4. 社團經驗
- ☆ 5. 榮譽成就
6. 語文能力
7. 電腦技能
8. 其他(有特殊性能加分的才寫)

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履歷內容(假設為大學畢業求職)

1. 基本資料
2. 學歷(從大學寫起)
3. 工作經驗(和該職位相關的打工、實習才寫)
4. 社團經驗(和該職位能有連結的才寫)
5. 榮譽成就(和該職位能有連結的才寫)
6. 語文能力
7. 電腦技能
8. 其他(有特殊性能加分的才寫)

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履歷內容(假設為從公司A換到公司B)

1. 基本資料
2. 學歷(從大學寫起)
- ☆ 3. 工作經驗(原工作、視情況附上和該職位相關的實習)
4. 語文能力
5. 電腦技能
6. 其他(有特殊性能加分的才寫)

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推薦函準備

- 在履歷、自傳、托福考、推薦函中，推薦函屬第二簡單，僅次於履歷。
- 有點簡單是因為：
 1. 是請別人寫
 2. 若是自己先擬稿，也不像自傳篇幅那麼長
- 沒那麼簡單是因為：要請別人來稱讚自己，以及需要非常注意跟上級的溝通過程

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推薦函處理程序—前

1. 建議處理推薦函前，履歷及自傳都已完成，成績單也先多申請幾份。
2. 細讀網站確認對方單位需要幾封推薦函(請見圖)。
3. 確認有無指定推薦函須由誰撰寫(教授?主管?都可以?)
4. 紙本推薦函還是線上推薦函?
5. 確認繳交期限。

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New York University 1

Letters of Recommendation Submit two letters of recommendation. Be sure to request them well in advance of the deadline. Read **detailed instructions**.

Transcripts Upload one official copy of transcripts from every postsecondary school you have attended. Make sure to request them in advance of the deadline. See **detailed instructions**.

GRE or MAT Not required.

Proficiency in English See **testing requirements**.

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New York University 2

1. How many letters of recommendation are required and who should write them?

Three letters of recommendation from persons who know your academic qualifications are required. Recommenders should be chosen from people most familiar with your former studies, research interests, or work, including at least one instructor in the institution you last attended. The Graduate School prefers recommendations from instructors familiar with your work in the field in which you expect to study. If you have been out of school for some time, a letter from an employer or supervisor should be provided.

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Boston University

Letters of Recommendation

Two letters of recommendation are required. Submitting more than two letters of recommendation is allowed, but not required.

Letters of recommendation should come from individuals with whom you have studied and/or under whose immediate supervision you have worked in a professional capacity, or others who you believe are in a position to offer pertinent appraisal of your skills and ability.

For further instructions on recommendation submission, please visit the [Application Help Pages](#).

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推薦函處理程序一中

1. 寫Email詢問上級意願，報告近況、未來計劃。上級若答應，請寄一份履歷、自傳及成績單給上級以供參考。
2. 若有需要用母校信紙信封，請幫教授準備好。
3. 看看上級有無進一步指示，比如請學生自己先擬稿。
4. 請謹慎擬稿，因為教授可能會：
 - 直接Ctrl C + Ctrl V
 - 參考稿子並潤飾
 - 全部自己寫，再給學生看並雙方做最後確認
 - 全部自己寫好直接彌封不給看

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推薦函處理程序—中

5. 擬稿：需針對上級所負責領域擬稿，勿過於廣泛。
6. 告知上級想要收到最後完稿的期限。需給充足的時間，建議最少三星期以上。也要考慮上級忙碌的期中期末考周、寒暑假、學術假等等。
7. 待上級信紙簽名、信封彌封簽名，若學生無法當面領取，可事先附回郵信封給上級。
8. 若是線上推薦函，請給明確網址及操作方式。

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推薦函處理程序—後

1. 不論是最開始時約見面談話、中間給上級信紙或是完成後要領取，整個程序中盡量安排至少一次與上級碰面以表尊重。
2. 拿到推薦信那天可以送點小心意給上級以表感謝。
3. 最後若是確定申請成功，請記得跟上級報告並表達謝意。

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推薦函處理程序—其他

1. 求學期間表現不要太差。
2. 多認識各領域人才，廣結善緣
3. 請學習如何寫出有禮貌的Email ☆☆☆☆
4. You never know someday you might need someone's help.

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推薦函範例分享

重點整理：

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