

100-1 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
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| Title | 求職英文A | Serial No. / ID | 2685 / CDC1878 |
| Dept. | 共同教學中心 | School System / Class | 大學日間部1年4班 |
| Lecturer | 蘇育琪 | Full or Part-time | 專任 |
| Required / Credit | Optinal / 2 | Graduate Class | NO |
| Time / Place | (二)56 / B504 | Language | Chinese |

| Introduction |
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| <ol style="list-style-type: none">1. To familiarize students with the job market2. To enhance students ' understanding of their strength and weakness3. To build up students ' job-search capabilities and empolyabilities4. To assist students in the development of professional resumes and career marketing materials |

| Outline |
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| <ol style="list-style-type: none">1. Get to know the job market2. Pick a compatible career I- Self-assessment3. Pick a compatible career II- Goal analysis4. Cover letter5. Resume6. Autobiography7. Interview8. Followup letters |

| Prerequisite |
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| Intermediate English reading, writing, listening and speaking skills |