

# 100-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	求職英文B	Serial No. / ID	2686 / CDC1887
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	(五)34 / J318	Language	Chinese

Introduction
<ol style="list-style-type: none"><li>1. To familiarize students with the job market</li><li>2. To enhance students ' understanding of their strength and weakness</li><li>3. To build up students ' job-search capabilities and empolyabilities</li><li>4. To assist students in the development of professional resumes and career marketing materials</li></ol>

Outline
<ol style="list-style-type: none"><li>1. Get to know the job market</li><li>2. Pick a compatible career I- Self-assessment</li><li>3. Pick a compatible career II- Goal analysis</li><li>4. Cover letter</li><li>5. Resume</li><li>6. Autobiography</li><li>7. Interview</li><li>8. Followup letters</li></ol>

Prerequisite
Intermediate English reading, writing, listening and speaking skills