

100-2 Preliminary Syllabus, Da-Yeh Univ

| Information | | | |
|-------------------|--------------|-----------------------|----------------|
| Title | 求職英文A | Serial No. / ID | 0022 / 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 / B201 | Language | Chinese |

Introduction

1. To familiarize students with the job market
2. To enhance students ' understanding of their strength and weakness
3. To build up students ' job-search capabilities and empolyabilities
4. To assist students in the development of professional resumes and career marketing materials

Outline

1. Get to know the job market
2. Pick a compatible career I-
Self-assessment
3. Pick a compatible career II-
Goal analysis
4. Cover letter
5. Resume
6. Autobiography
7. Interview
8. Followup letters

Prerequisite

Intermediate English reading, writing, listening and speaking skills