

102-1 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	求職英文A	Serial No. / ID	2205 / 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 / J319	Language	Chinese

Introduction
<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
<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
Intermediate English reading, writing, listening and speaking skills