

# 102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	求職英文A	Serial No. / ID	3011 / 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	(五)34 / J319	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