**Junior Composition and Conversation 2014 Spring**

**Job/Graduate Program Description Work Sheet**

 (**Due 2/28,** please send the file to your teacher by email.)

1. **Basic Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sec. | Name | Job Type | Job Title | Company |
|  |  |  |  |  |

**(Job type:**

English teacher, Translator; Editor, Journalist/Reporter, PR; Project Manager; Wedding Planner, Advertising, Sales, Secretary, Admin. Assistant, Purchasing Agent, Chef, Piano Teacher, Receptionist, Tourism, Designer, Flight Attendant, MA-literature, MA-MBA, MA-Language)

**I. Job Wanted/Graduate Program Intended:** please fill out the form in English or in both English and Chinese

Job –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Nature** | **Work Experience & Skills** | **Age** | **Education** | **Salary** |
| e.g. Administrative Assistant 行政助理 | Full-Time | Computer Skills, Organizational Skills 　　  | 22-45  | e.g. College/English Major |  |
| **Date Seen** | 02/28 | Source | [URL or newspaper] |

Program--

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Title** | **School** | **Written Tests** | **Education** |
| e.g. English Graduate Program | Fu Jen  | 1. English Composition,
2. British Literature,
3. American Literature,
4. Literary Criticism
 | English Major or those equivalent degrees with 20 credits on English literatures  |
| **Date Seen** | 02/28 | Source | [URL] |

**II. Why** is an English major eligible for such application?

**III. Job/Program Description** (either in English or Chinese; you can copy the actual ad)

|  |  |
| --- | --- |
| Job**--**  |  |

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| **求才內容說明** |
| 【Job Descriptions】 | (e.g. 協助各部門電腦key-in，表單整理)    |
| 【Job Type職務類別】  | (e.g. 行政或總務人員 、 行政助理 、 廠務/廠務助理)  |
| 【Nature 工作性質】  | (full-time, part-time 全職)  |
| 【Location】  |   |
| 【Payment Range】  |   |
| 【Work Hours & Holidays】  |   |
|  **Job Qualifications****工作條件限制** |  |
| 【Age】 |   |
| 【Education】 |   |
| 【Major】  |   |
| 【Work Experience】  |   |
| 【Language】  |   |
| 【Computer Skills】  | 不拘  |
| 【Other Skills】 | (e.g. 熟office作業軟體，略懂美工設計、肯努力學習、配合度高)  |
|    |  |
| **應徵方式：** |  |
| 【Contact E-Mail】 | kingroof@ms39.hinet.net  |
| **Description or URL of the Company** |  |

Program—

|  |  |
| --- | --- |
| Program and School |  |
| Program Specialties |  |
| Courses to Take  |  |