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Writing a Cover Letter and Résumé

求職信與履歷表加分寫作

★ 求職信四大重點句型 ★

1

I would like to apply for the post of title with company, which I saw advertised in/on . . .

我想要應徵 公司名 的 職稱 一職，我是在……看到刊登的廣告。

- I would like to apply for the post of Project Manager with Delta Home Entertainment Systems, which I saw advertised on NeedJob.com.

我想要應徵戴達家庭娛樂系統公司的專案經理一職，我是在 NeedJob 網站上看到刊登的廣告。

2

As you will see from my résumé, I have experience in the area of . . .

從我的履歷表您可知道，我有……方面的經驗。

- As you will see from my résumé, I have experience in the area of event planning.

從我的履歷表您可知道，我有活動企畫方面的經驗。

3

I am a(n) . . . professional who prides herself/himself in/on . . .

我是個……的專業人士，以能……感到驕傲。

- I am a detail-oriented professional who prides himself in maintaining quality at work.

我是個細節取向的專業人士，以能維持工作品質感到驕傲。

正面「特質」加分替換字：

- **adaptable** [əˈdæptəbəl] 適應性強的
- **decisive** [dɪˈsɪsɪv] 果斷的
- **expressive** [ɪkˈspresɪv] 善於表達的
- **forward-thinking** [ˈfɔrwədˈθɪŋkɪŋ] 具前瞻性思考的
- **perceptive** [pəˈseptɪv] 理解力好的
- **persistent** [pəˈsɪstnt] 有毅力的

4

With my . . ., I believe I am an ideal candidate for the position of title.

以我的……，我相信我是 職稱 這項職務的理想人選。

- With my interpersonal skills, I believe I am an ideal candidate for the position of PR Manager.

以我的人際關係技巧，我相信我是公關經理這項職務的理想人選。

① Mary Smith
10F, 239 Patterson Boulevard,
Houston, Texas 77003

June 10, 2012

② Ms. Tanya Cartwright
HR Manager
Functional Fabrics
1387 Linden Rd.,
Memphis, Tennessee 901

Dear Ms. Cartwright:

③ I would like to apply for the post of Marketing Director with Functional Fabrics, which I saw advertised in the career section of the *Houston Herald* recently. As you will see from my attached résumé, I have **extensive**¹ experience in the area of marketing and sales. In fact, much of my career has been spent in management positions. Furthermore, I have a proven **track record**² of **consistently**³ and significantly boosting company revenue.

④ I am a **dedicated**⁴, hardworking professional who prides herself in taking on new challenges and regularly updating her skill set. With my **wealth**⁵ of experience, determination and **resourcefulness**⁶, I believe I am an ideal candidate for the position of Marketing Director.

⑤ I would be pleased to provide any further information you may need, including letters of reference, and I eagerly look forward to meeting with you at your convenience.

Sincerely,

Mary Smith

求職信寫作要點：

① Applicant's name and address

求職者的姓名與地址

將姓名、住址等資訊置於信件右上角，靠右對齊。

② Recipient's name and address

收件人的姓名與地址

註明收件人姓名、稱謂與應徵公司的名稱和地址，書寫格式為齊頭式（fully blocked），日期則靠右對齊和收件人姓名置於同一行。

③ Reason for writing

致函原因

包括從何得知應徵資訊、目前的工作職責（duties）、相關經驗及成就（accomplishments）。

④ Qualities

特質

簡述個人特色（characteristics）與能力（abilities）來說明自己為什麼是合適人選。

⑤ Suitable closing

適當的結語

文末表達希望有面試的機會。

Key Words 字彙最前線

1. **extensive** [ɪk'stensɪv]
adj. 廣泛的

2. **track record** 過往的紀錄

3. **consistently** [kən'sɪstəntli]
adv. 一貫地

4. **dedicated** [ˈdedɪkeɪtɪd]
adj. 盡心盡力的

5. **wealth** [welθ] n. 豐富

6. **resourcefulness**
[rɪ'sɔːsɜːfəlnəs] n. 足智多謀

Crafting a Contract in English

英文商務合約輕鬆上手

合約範例與結構分析

Title 標題

合約效力主要來自各項條款，加標題通常只是為了方便檢索。

Commencement [kə'mensmənt] 開場白

列出訂約日期、契約當事人名稱、主要營業處等資訊。

Preamble/Recitals [ˈpri.æmbəl] [rɪ'saɪtɪz] 前文

陳述訂約緣由與目的。

Habendum Clause [hə'bɛndəm] 主文條款

- 契約的核心部分，用以清楚規範當事人的權利與義務。
- 可分為一般條款 (general terms) 與特別條款 (special terms)。
- 範例為一般條款的常見項目，訂約者可依需求作增減。

Contract for Sale and Purchase of Goods

This agreement is made and entered into this twenty-third day of July in the year 2012, by and between Eastland Mill, hereinafter referred to as "seller," and Forward Fashion, hereinafter referred to as "buyer."

WITNESSETH[†] THAT:

Whereas seller hereby agrees to transfer and deliver to buyer, on or before thirtieth August, 2012, the following goods:

5,000 units Dri-Fit Running/Outdoor Jackets (XS to XL)

Now, therefore, in consideration of[†] mutual **covenants**[†] and agreements contained herein, the parties hereto agree as follows:

1. This agreement is **valid**² for one year.
2. Seller hereby agrees to deliver first shipment of goods on above date. Goods shall be **deemed**³ received by buyer upon signed acceptance of delivery. Buyer maintains the right to examine goods before acceptance of delivery.

- Seller will ship goods on the twenty-fifth of each month for the one year period of the contract, giving two months' notice for any schedule changes.
- Buyer agrees that **ten thousand U.S. dollars (US\$10,000)** is to be paid upon the **initial⁴** order of goods and **twenty thousand U.S. dollars (US\$20,000)** paid upon acceptance of goods.
- The above payment of **ten thousand U.S. dollars (US\$10,000)** will be made only for the first order. **Subsequent⁵** orders will not require this payment.
- It is hereby agreed that payment may be made by either cashier's check or wire transfer.

In witness whereof,[†] the Parties hereto have caused this Agreement to be **executed⁶** in duplicate by their authorized representatives.

SIGNED by _____
For and on behalf of _____
Witnessed in the presence of _____
Date _____

SIGNED by _____
For and on behalf of _____
Witnessed in the presence of _____
Date _____

寫作小提醒：數目的表達方式

英文契約若有記載金額時，為防止竄改，一般都會採用英文數字（先）與阿拉伯數字（後）一併載入的方式，如範例標示桃紅色處。

Witness Clause 結尾條款

以 In witness whereof 的文句開始，此段主旨為「證明確實是由雙方代表所簽署」。

Signature ['sɪɡnə.tʃə]

署名欄

含合約簽署者姓名、代表公司名稱、見證人姓名以及簽訂日期。

中文翻譯請見 p. 171

Key Words 字彙最前線

- covenant** ['kʌvənənt] n. 誓約
- valid** ['vælɪd] adj. 有效的
- deem** [diːm] v. 視作
- initial** [ɪˈnɪʃəl] adj. 最初的
- subsequent** [səbsɪkwənt] adj. 隨後的
- execute** ['ekstɪkjʊt] v. 履行

補充說明

- † witnesseth 表示「茲證明」，為 witness 的古字，字尾的 th 相當於第三人稱單數的 s。
- † consideration 指「對價」，又稱為「約因」，泛指契約當事人之間所交換的金錢、物品、服務、約定等。in consideration of 即表示「以……為約因」。
- † in witness whereof 是「茲此特立約為據」的意思，whereof 為古語，指「關於那人事物」，文中用來借指前述的主要條款。

1

This agreement is made and entered into this date, by and between A, **hereinafter** referred to as "seller," and B, hereinafter referred to as "buyer."

本契約締結於 日期，雙方當事人為 甲方，以下稱為「賣方」，和 乙方，以下稱為「買方」。

- This agreement is made and entered into this 8th day of July, 2012, by and between Xavier Tech Inc., hereinafter referred to as "seller," and Yanton Service Company, hereinafter referred to as "buyer."

本契約締結於 2012 年 7 月 8 日，雙方當事人為薩維爾科技有限公司，以下稱為「賣方」，和延頓服務公司，以下稱為「買方」。

2

Whereas seller/buyer hereby agrees to . . .

賣方／買方於此同意……

- Whereas buyer hereby agrees to pay for said goods in accordance with the terms of this contract.

買方於此同意依合約條款給付上述貨物款項。

3

Goods **shall** be deemed . . . by buyer upon . . .

貨物經買方……後即視為……

- Goods shall be deemed accepted by buyer upon careful examination.

貨物經買方仔細檢查後即視為接受。

4

It is hereby agreed that payment **may** be made by either . . . or . . .

茲合意款項可透過……或……給付。

- It is hereby agreed that payment may be made by either cash or money order.

茲合意款項可透過現金或匯票給付。

常見付款方式：

- cashier's check [kæʃɪˈʃɪr] 銀行本票
- money order 匯票
- prompt check [prɒmpt] 即期支票
- wire transfer 電匯

5

The Parties hereto have caused this Agreement to be executed in **duplicate** by . . .

本契約作成一式 兩份，由……締結本契約。

- The Parties hereto have caused this Agreement to be executed in duplicate by both parties.

本契約作成一式兩份，由兩造締結本契約。