

## 自傳

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無論是中文自傳還是英文自傳，建議愈精簡愈好，以不超過 200 個字為原則，內容以簡明扼要為主，不需要描述得太過瑣碎。在寫個過程中可以積極正面的語氣，將自己想要讓考官認識你的重點概略帶到，這樣會引起考官們的興趣。若面試時有問到，而你的小故事又非常引人入勝，都將大大的加分。

一篇成功的自傳或是自我介紹，絕對有 "SPEND" 為必備條件，詳述如下：

<b>Self &amp; Service</b>	除了介紹自己，若有服務業的經驗，請概略說明，若沒有，以曾經有過的志工或社團活動的經驗取代也可以。
<b>Positive</b>	語氣必須正面積極，闡述看法或是失敗的經驗時必須態度很陽光。
<b>Empathy, Energy and Enthusiasm</b>	表達自己同理心、充滿活力及熱誠的一面。
<b>Non-stop</b>	對於對的事情或是自己的目標，總是努力不懈，直到成功為止。
<b>Devotion</b>	對自己的期許及進公司後會盡全力做出的具體貢獻。

另外，英文自傳的部分請勿使用縮寫，因為不夠正式；同樣，中文自傳的部分不建議用簡體字。本章節以範例的形式，將考官有可能提問的問題，及考生該如何回答以最生動活潑的方式呈現。

### 自傳：第一段的建議

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第一段要用愉悅輕鬆又不失特別的介紹方式概略說明自己的成長背景、個性及嗜好。例如：

#### ● TRACK 1 ●

#### Example 1 範例一：

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Hello, everyone. This is a great honor for me to introduce myself here. My name is \_\_\_\_\_, and I am from a small but warm family. Because both of my parents have been working since I was young, I had to learn to do a lot of things by myself, therefore, this makes me become more independent and responsible. When speaking of my personality, I am an easygoing person, and can make friends easily. From people who know me better, they would describe me as a helpful and loyal person. In my free time, I enjoy going outdoors with my family and friends. Being close to nature makes me happy and energetic.



大家好，今天很榮幸有這個機會在此介紹我自己。我的名字是\_\_\_\_\_，來自於一個純樸的家庭，因為父母親都有自己的工作，因此從很小我就被訓練得很獨立自主。我很容易交朋友，認識我的人都说我很熱心助人，待人很真誠。閒暇時我喜歡和親朋好友參加戶外運動，我覺得接近大自然是一件非常心曠神怡的事情。

考官可能感興趣的問題是：

### ● TRACK 2 ●

**Q1.** What kind of outdoor activities do you enjoy doing?

你參加甚麼戶外活動？（答案請參考興趣及嗜好篇）

**Q2.** How do you help others? Please give me an example

你怎麼熱心助人？請舉例。

### ● TRACK 3 ●

**Answers 答案：**

I help people with a principle that it must be comfortable and good-willed for me, and it will not cause any harmful consequences to others.

我幫別人有一個原則就是自己要感覺安心、愉快，不可以傷害他人。

以上可以作為前言，再加選擇以下三個例句當作主體

#### ● TRACK 4 ●

**Answers (1) 答案：**

For example, one evening, we were all busy preparing lots of things for next day's event until very late. After rehearsal, everyone was hungry and exhausted and thinking where they could order takeouts. However, it didn't take long before they surprisingly discovered that I had already ordered mealboxes for them, and they could just relax and enjoy the treats.

有一天因為學校活動弄得很晚，當大家又餓又渴時，卻很驚喜的發現我已經幫大家把餐點訂好也送到了。

#### ● TRACK 5 ●

**Answers (2) 答案：**

One morning, in the middle of the class, the light bulb in the projector stopped working and the professor was unable to proceed with his presentation. While everyone was thinking about what to do, I brought out the same model of light bulb from my school bag and solved the problem.

有一次大家上課到一半，投影機的燈泡竟然燒壞。就在大家一陣手忙腳亂的同時，我已經把一顆同規格的全新燈泡從背包裡拿出來了，立馬解決了問題。



● TRACK 6 ●

**Answers** (3) 答案：

One day, one of my classmates was very upset, because her dad needed to be hospitalized and she was so worried about the money issue. After knowing what she was going through, I decided to leave NT\$2000 in her bag without telling her.

有一次一個家境很辛苦的同學父母生病住院，我趁她不注意時在她的背包中放了 2000 元。

● TRACK 7 ●

**Q3.** How did your parents train you to be independent?

你怎麼被父母訓練得獨立自主？

● TRACK 8 ●

**Answers** (1) 答案：

I started organizing and arranging my personal toys and stuff since I was 5. My parents often asked me to help my younger brother put on his clothes. When I finished meals, I had to put the bowls and plates into the sink and cleaned the mess I had made.

我從 5 歲起就被訓練要整理自己的玩具、為弟弟穿衣服，並且將吃用過的碗筷放在水槽裡，再將桌子擦乾淨。



● TRACK 9 ●

**Answers (2) 答案：**

My parents started asking me lots of hows and whys from the newspaper and news when I was young. Because they wanted to see how I thought and found solutions on my own. I felt free to discuss my opinions with them anytime. The way they trained me just easily makes me become more mature and responsible in thinking and behaving.

從小我爸媽就常常問我很多新聞報紙上的情況題，看我如何找出解決方法，並且和他們討論。這樣的教育方式讓我的行為及思考變得較為成熟及負責任。

● TRACK 10 ●

**Answers (3) 答案：**

As soon as my parents agreed to my wish that I could have my own pet dog, they made me promise to look after the dog by myself. I had to feed her, walk her twice a day and showered her twice a week, etc. Because of that, I could fully understand how hard my parents were trying to raise me, also, I've learned to be responsible for my decisions since then.

在我 10 歲那一年，從我爸媽答應讓我養小狗開始，我就被要求要照顧起她的一切。像是餵她吃飯、幫她洗澡、帶她散步等等。這樣的歷練讓我體會了爸媽養育我的辛苦，也學會為自己的決定負責。

● TRACK 11 ●

**Answers** (4) 答案：

At the grade three of the elementary school, my parents taught me to take the bus by myself. Also, I had to learn to make simple meals and do some housework, such as making sandwiches, folding clothes and doing dishes, etc. Now, I can efficiently spend 30 minutes serving a 5-dish dinner or 20 minutes to finish a 10-person washing out.

在約國小三年級的時候，我的爸媽就教我自己搭公車。此外，我還學會了自己做簡單的餐點或是家事；像是做三明治、摺衣服、整理桌面及洗碗筷等等。我現在已經練就了 30 分鐘可以做出五道菜，或是 20 分鐘可以把 10 人份的碗盤洗乾淨。



● TRACK 12 ●

Example 2 範例二：

I sincerely thank every one of your efforts and time. I am very happy to have this opportunity to introduce myself here. My name is Shawn, and I will graduate from Taipei University this July. I am an independent and outgoing person, and my parents are very supportive about my goal which is to become a flight attendant, because they believe that my personality meets the requirements. In my free time, I love attending group activities, and looking after animals in shelters or in the streets. I discovered that every animal has a unique personality and is very friendly and loyal to all human beings, and I am always touched by their loving nature.

各位考官們辛苦了，今天很開心有這個機會在此介紹我自己。我是西恩，今年才要從台北大學畢業。我的父母親非常支持我加入貴公司，因為他們認為我獨立自主又和善大方的個性非常適合。課餘時間除了社團活動外，我還很常抽空去動物收容所照顧被收容毛小孩，因為在過程中，我發現他們都有不同的個性，非常獨特可愛。而且他們對人的友善與溫情常常讓我覺得萬分感動。

考官可能感興趣的問題是：



● **TRACK 13** ●

**Q1.** What kind of group activities do you attend a lot at school?

你參加學校甚麼社團活動？（答案請參考附件二）

**Q2.** Tell me a story that you were touched by your furry friends.

請說一個關於毛小孩令你感動的實際的例子。

● **TRACK 14** ●

**Answers 答案：**

I can always witness lots of mother dogs trying to protect their puppies at any cost, even when they are in a very bad shape or hurt badly. I often see a lot of stray puppies, they are adopted or looked after very well by other unrelated adult dogs. It seems to me that sometimes they are even more human-like when comparing to some human criminals.

在動物收容所我常常看到受重傷的母狗拚了命的保護小狗，並且盡全力把小狗養大；或是孤兒的小狗被無血緣的大狗收養照顧的例子。有時在社會新聞當中看到的案例，常常會讓我感嘆，有時動物似乎比有些人更有溫情。