


Fu-Jen Catholic University

Resume/Cover Letter Guidelines and Job Interview

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Agenda

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Introduction

Presenter's Profile:

Wayne C. Chung, P.E.

- 35 years of industry experience
- 32 years at Fluor Corporation
- Working Experiences:
 - 1981 – present Fluor Corporation
 - 1980 – 1981 Bechtel Power Corporation
 - 1976 – 1976 Chia-Mei Trading Company 佳美貿易
 - 1975 – 1976 Sino Japan Surfactant Company 中日合成
- Education:
 - Arizona State University, M.S. Chemical Engineering – 1979
 - Fu-Jen Catholic University, B.S. Chemistry - 1973
- Bibliography
 - www.geocities.ws/travelc/Luanluan_talk/index_living.htm

Career Objective

- Location
 - Taiwan, USA, Europe, United Arab Emirates & Australia
- Industry
 - Specialty Chemicals, Bio-tech, Pharmaceutical
- Skill
 - Choose objective to describe your skill best
- Motivation
 - Express your motivation in your choice
- Impression
 - Provide powerful opening statement

Resume – Samples

- Sample 1
- Sample 2
- Sample 3 – good reference
- Sample 4 – (Curriculum Vitae = Resume)

Cover Letter Guidelines

➤ Key Contents in Resume Cover Letter

- Where: Make opening statement direct to the source
- What: Refer to the job opening position
- Who: Make bullet points to qualify yourself
- Work: Emphasis key work achievements
- Why: Use positive and strong closing statement
- GOAL: Lead to the review of your resume!

Resume Guidelines

➤ Key Contents in Resume

- 1st – Provide your contact information
- 2nd – Highlight your career objective
- 3rd – Emphasis your work achievement
- 4th – Brief your work history
- 5th – Provide your educational background
- 6th – Provide your other qualifications
- 7th – Provide references
- GOAL: Lead to a job interview!

Job Interview


➤ Job Interview Fundamental

- Knowledge: of yourself, the Company and the job
- Confidence: on yourself, the Company and the job
- Positive: on yourself, the Company and the job
- Behavior: smile and good eye contact with the interviewers
- Honesty: on any issues
- Sincerity: on your face
- Dress: in smart business
- Impression: to the interviewers
- GOAL: get the job!

Career Opportunity Worldwide

- The United States of America
 - Australia
 - Europe
 - United Arab Emirates
 - Taiwan
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Summary

- Define objective to suit you best
 - Search internet for suitable job openings
 - Study the Company and the Industry
 - Tailor resume for the job opening
 - Prepare resume cover letter
 - Aim for a job interview
 - Prepare for a job interview
 - Relax and calm in the job interview
 - Good luck!
- 

Q&A



Thank you for your
attention!

The End

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