

企業選才



職能 Competency : 勝任工作的能力



冰山理論

一組知識、技能、行為、動機的組合，影響工作效能

容易了解和評估



知識
技能

知道怎麼做
會做/能做

難以了解和評估



自我概念(態度/價值觀)

很重要/認同所以做
是我該做的

特質

生來就是做這事的

動機

要做/想做

Cover Letter

✉ your.name@gmail.com ☎ (XXX) XXX-XXXX 📍 142 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

1. 簡單介紹你是誰、聯絡方式

Dear [Mr./Mrs./Ms.] [Manager's Name],

I'm thrilled to be writing to you today regarding the Construction Site Manager vacancy you posted on [Website Name] recently. As a motivated and knowledgeable individual with experience in the industry, I'd like to take this opportunity to apply.

I would bring to your company a variety of construction site experience, including insights of inspection codes and standards, equipment maintenance, and OSHA construction site safety regulations. Additionally, I have a proven track record of identifying and developing new strategies to leverage new construction innovations. With my present employer – Fast Bolt Industries Ltd., I have constantly exceeded all goals set for me, and am valued for my ability to deal with intractable situations by coming up with robust solutions. I am responsible for inspecting on average 5 job sites per month, while assisting in building construction, and assembling sheet metal components and equipment.

I have extensive experience of over 8 years in this sector, and am very keen to join your company. As a market leader in your field, you are able to offer applicants an array of impeccable career opportunities and a position that would present gratifying challenges. My abilities include project budgeting, managing client relationships, negotiating, resolving disputes, and critical thinking.

2. 說明相關經驗 + 為何你是適合這個職位的人

I would be grateful for the opportunity to showcase my abilities further at a personal interview. Please feel free to arrange a meeting at any time.

Sincerely,

[Name]

3. 表達感謝

Resume

Natalie Allio

75 Monument Rd., London, England W1T 1JY
Cell: 07956 654 32
example-email@example.com

PROFESSIONAL SUMMARY

Dedicated and focused secretary who excels at prioritising, completing multiple tasks simultaneously. Specialise in administrative support to busy engineering firms. Committed to delivering high quality results with little supervision. Energetic, organised, and professional.

AREAS OF EXPERTISE

- Microsoft Office proficiency
- Business writing
- QuickBooks expert
- Self-directed
- Time management
- Professional and mature
- Strong problem solver
- Resourceful

WORK EXPERIENCE

Secretary, 02/2010 to Current

Hartwell Engineering — London, England

- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Wrote reports and correspondence from dictation and handwritten notes.

Administrative Assistant, 04/2008 to 01/2010

ProServe Design — London, England

- Created PowerPoint presentations used for business development.
- Posted open positions on company and social media websites.
- Created weekly and monthly reports and presentations.
- Managed the day-to-day calendar for the company's chairman.

Secretary, 08/2004 to 03/2008

Scott Engineering — London, England

- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Received and screened a high volume of internal and external communications, including email and post.
- Properly routed agreements, contracts and invoices through the signature process.

EDUCATION

Bachelor of Arts: English, 2004
University of Oxford — Oxford, England

1. 個人聯絡資訊

2. 優勢摘要

3. 工作經驗與關鍵成就

4. 教育背景與專長

CV & Resume 的差別

CV

- Audience : Academia
- Length : as many pages as needed
- Focused on : Academia achievement or research result

Education

Research/ Teaching/
Additional Experience

Grants & Awards
Publications
Conference Presentations
Language
Technical skills

References

Resume

- Audience : Business
- Length : 1-2 Pages
- Focused on : Professional Experiences

Summary

Education

Experiences

Grants & Awards
Publications
Presentations
Language
Technical/Computer skills

應徵相關文件



文件類別

- ◆ Cover Letter、Resume
- ◆ CV和Resume的差別
- ◆ 應徵文件的組成：(Cover Letter)+個人履歷+自傳
- ◆ 其他參考資料：成績單、專業證書、競賽成果、媒體報導...

格式段落

- ◆ 1-2頁A4長度(Resume)
- ◆ 1200字(自傳)
- ◆ 整份文件字型與格式一致
- ◆ 以PDF檔提供

履歷撰寫原則



誠信確實

- ◆ 誠實撰寫學經歷等資訊
- ◆ 不可洩漏歷任雇主/專案機密資訊
- ◆ 避免基本錯誤，如錯字、標點符號

目標職務的成功典範

- ◆ 嘗試描述目標職務的「成功典範」
- ◆ 思考個人適配性
- ◆ 連結個人優勢與「目標職務的關鍵能力和特質」
- ◆ 適時連結個人實習、參與競賽、工讀或工作等實務經驗

履歷撰寫內容

條列式摘要關鍵成就

- ◆ 善用條列式寫法，摘要關鍵成就
- ◆ 妥善運用SMART原則



客製化履歷

- ◆ 是否掌握應徵公司 - 產業趨勢、市場定位
- ◆ 是否了解應徵公司 - 產品服務優勢特色
- ◆ 勝任此職位的個人優勢

履歷呈現視覺設計



視覺呈現

- ◆ 色塊、主題與背景
- ◆ 妥善運用分隔線
- ◆ 圖表運用與背後邏輯

其他

- ◆ 保持履歷的乾淨與整齊
- ◆ 清楚載明個人聯絡資訊
- ◆ 應徵管道：104、LinkedIn、公司網站、親友推薦

Reference

Google

職能字典



全部

圖片

新聞

地圖

影片

更多

工具

約 253,000 項搜尋結果 (0.37 秒)

<https://doc.mbalib.com> > view ▾

職能字典—中文版(稿) - MBA智库文档

職能字典—中文版(稿) 11-Dec-01 No 中/英文名稱定義行為指標問題1 適應 ... 表達能力 - 速度、音量、姿勢、眼神聆聽技巧本項職能需於面談中觀察5 服務顧客的 ...

其他人也搜尋了

職能字典ddi 職能行為指標

職能評估量表 業務 職能 表

職能 表 職能分析表

<https://eeclass.ntsuh.edu.tw> > sysdata > doc > pdf ▾ PDF

職能辭典(Competency Dictionary)的發展與應用 - 國立體育大學 ...

由 許志隆 著作 · 被引用 2 次 — a. 「職能是一種使人能勝任工作的行為尺度，其中包括了知識、技能、態度、價、值觀等等的構面。」 - 職能是指擁有某些類型的特質。 b. 「職能是除了工作所...

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