附件10

# **弘光科技大學 國際溝通英語系****學生校外實習英文履歷表**

**(範例)**

**Seth Clippard**

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**Objective(14)**

To obtain a full-time position with a XXXX company, at which I can utilize my English language and communication skills. I look forward to working in a(n) XXXXX environment with the potential for moving into [a position involving travel/management/head teacher/teacher training].

**Education (14)**

**Hung Kuang University, Department of English for Global Communication 2014 expected**

Courses included: XXX

**Mingshing High School, Accounting 2010**

**Experience**

**College Newspaper, *Editor-in-Chief*  June 2010 - June 2011**

Increased budget in real terms by over $5000 while increasing print run over 12 month period

During first three months of leadership, increased budget by 40% by securing additional school funding and initiating successful alumni fundraising drive

Launched daily-updated web-site

**85C Coffee Shop, *Sales Clerk* June 2011 - June 2012**

Duties included:

**Skills**

Computer skills:

Language skills:

Other Certifications:

**Awards**

**Interests**