優質英文履歷模板

Elina Chen (Pei Chi Chen) ①

Art director

Contact ②

- Taichung, Taiwan
- Taiwan (+886)
- WuwowEnglishName@gmail.com

About me ③

Greetings, I've been working for 6 years now and I have experiences working in a department store, an event company, and an online B2B company as art director, Graphic designer and Social media marketing designer. Also, I was the head of Chinese teachers and led at least 5 people, so I'm capable of doing graphic designs, schedule organizing and holding meetings, etc. Besides working, I love shooting videos, blogging, and I'm currently learning Adobe XD and Spanish.

Skills ⑤

Proficient with Adobe XD, Premiere Pro
TOEIC 950, IELTS
Google analytics cert certificate

Academics ⑥

- Visual Communication Design
  Wuwow University 2011 - 2015

- Advertisement Design
  Liosplutan High School 2009 - 2011

Experiences ④

- **Present Art Director WUWOW. Atc | 2021 -**
  Led a 12-person team, also in charge of UI/UX design, media content, and successfully increased 23% of our social media engagement rate.

- **Graphic Designer WU. Magazine | 2018 - 2021**
  In charge of monthly cover design, media content, life & tech articles layout and successfully increased 15% subscribers of our e-magazine.

- **Social Media Marketing Designer WOW. Tech. |
  2017 - 2018**
  Assisted content writers in designing various social media materials as well as online ads and reached an average CTR of 20%.

①名字 / 職位　②聯繫方式　③自我介紹　④工作經驗　⑤專業技能　⑥學歷

- 注重於**貢獻及經驗** (注重於**個人角色特質及成效量化**)
- 若為海外公司則建議不要放上照片，外商或是台商則可放上清晰照片
- 履歷長度一頁即可
- 日期格式**先寫月份再寫年份** (month/year)
  Ex: October, 2021

Elina Chen (Pei-Chi, Chen)
Art director

Contact

◎ Taichung, Taiwan

▢ Taiwan (+886)

✉ WuwowEngresume@gmail.com

Skills

Proficient with Adobe XD, Premiere Pro
TOEIC 990, IELTS 7.5
Google analytics expert certificate

Academics

◉ Visual Communication Design
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◉ Advertisement Design
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About me

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Name 個人名字

• 建議直接使用**英文名＋姓氏**
並在後方括號**註明英譯名字**

Position 應徵職位

• 明確**寫出應徵職位**能讓 HR 更明確了解

📢 Ex:
Elina Chen (Pei-Chi, Chen)
Art Director
Elina 陳（陳佩琪）
美術指導

Contact

- Taichung, Taiwan
- Taiwan (+886)
- WuwowEngresume@gmail.com

Skills

Proficient with Adobe XD, Premiere Pro

TOEIC 990, IELTS 7.5

Google analytics expert certificate

Academics

- Visual Communication Design

Contact 聯繫方式

- Address 地址可直接標明城市及國家即可
- Phone 電話若為海外企業，記得標上國碼
- E-mail 信箱附上能收到信的，並注意信箱名稱是否得宜
- Website 若有個人網站、作品集網頁可附上

📢 Ex:

- **Address**
Taichung, Taiwan （台中，台灣）
- **Phone**
Taiwan (+886)
- **E-mail**
WuwowEngresume@gmail.com

About me

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About me / Introduction 自我介紹

・英文自我介紹與中文自傳不同，不需要把你族譜寫出來
・針對**專業能力**及**工作經驗、技能**等
・內容在 **50 - 150 字內**呈現出來。

Greetings, I've been working for **6 years** now and I have experiences working in a **department store, an event company, and an online B2B company** as **Art Director, Graphic Designer and Social Media Marketing Designer**. Also, I was **the head** of **Chinese teachers** and led **at least 5 people**, so I'm capable of **doing graphic designs, schedule organizing and holding meetings**, etc. Besides working, I love **shooting videos, blogging**, and I'm currently learning Adobe XD and Spanish.

Greetings, I've been working for（**年資**）, have experiences working in（**產業類別**）as（**職位**）. Also, I was（**主管職位／專案職位**）of（**部門／專案名稱**）led（**領導團隊人數**）people, so I am capable of（**專業能力**）, etc. Besides working, I love（**簡述個人興趣**）.

Experiences

4

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Careers / Experiences 工作經驗

- 由**時間近寫到時間遠**舉例 3 - 5 項即可
- 清楚寫出**公司、單位及職稱**
- 並依序列點說明工作內容、成就並將**數據數量化**呈現

📣 Ex:

2021 - Present Art Director WUWOW. Atc
Led a 12 - person team, also in charge of **UI/UX design, media content**, and successfully increased **23%** of our **social media engagement rate**.

（年份）-（現今）（職稱）（公司名）
（領導）a（人數）- person team. Responsible for（負責內容 / 專案）and successfully increased（數字）of（項目）.

Skills ⑤

Proficient with Adobe XD, Premiere Pro

TOEIC 990, IELTS 7.5

Google analytics expert certificate

Academics

◉ Visual Communication Design

Wuwow University 2011 - 2015

◉ Advertisement Design

Lioshutan High School 2009 - 2011

Professional Skills 專業技能

・先列舉出職位所需專業技能
・可將技能分為軟實力及硬實力兩類
・並註明相關檢定、證照

📢 Ex:

Proficient with Adobe XD, Premiere Pro
（精通 Adobe XD，Premiere Pro 等軟體）

TOEIC 990, IELTS 7.5
（多益 990 分，雅思7.5級分）

Google analytics expert certificate
（Google分析專業證照）

Academics ⑥

- Visual Communication Design
  Wuwow University 2011 - 2015

- Advertisement Design
  Lioshutan High School 2009 - 2011

- 一樣由最近到最遠，並以**最高**學歷為主
- 列舉 2 - 3 項即可
- 註明**年份/學位/學校/科系**

📣 Ex:

Visual Communication Design
Wuwow University 2011 - 2015
（2011-2015年就讀WUWOW大學的視覺傳達設計系）

Advertisement Design
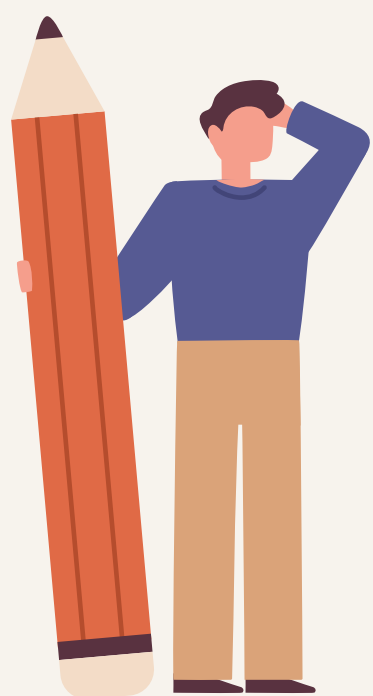Lioshutan High School 2009 - 2011
（2009-2011年就讀六書堂高中的廣告設計科）

英文履歷必備法則

7大重點一定要記得！讓你告別NG履歷。

1 精簡有力的自傳

自傳不要介紹家庭關係，請「精簡有力」敘述自己的專長或興趣。

2 少用我作開頭

切記經歷敘述不要用「我」開頭，請用動詞或過去達成等片語開頭。
Ex：Succesfully increased sales profit by 50%.

3 倒敘寫法

注意架構順序，經歷順序請採用「倒敘寫法」。工作經歷、學歷重點，要以「最新」的事件「優先」列出！畢竟人資要看多份履歷，重點越前面才更有機會勝出哦！

4 條列式列出

工作經歷、技能、學歷等，請用「條列式」列出，面試官才能一目了然。

5 先寫月再寫年

日期要先寫「月」，再寫「年」
Ex: October, 2021

6 注意錯字

注意英文錯字、字體可為Times New Roman、字型大小12。

7 注意文法時態

注意文法、時態要正確，避開常犯錯誤哦！

💡 **過去經驗的時態「不一定」是過去式。**
Ex：I've been studying Japanese for three years now.

💡 **關係代名詞用錯：**
✅ 正確：Our company sells products that are 100% homemade.
❌ 錯誤：Our company sells products who are 100% homemade.

💡 **標點符號切勿出錯！(字+逗點+空格+字)**
Ex：Assisted with budget managing, data collecting, and code writing.

💡 **要連接兩個詞請用 and，逗號是不能連接兩個詞的！**
✅ 正確：I like to jog and sing.
❌ 錯誤：I like to jog, sing.

Marketing Specialist
行銷企劃

Salesperson/Sales Executive
銷售業務/銷售主管

Project Manager
(PM)產品經理

Supervisor/Manager
組長/經理

Buyer
採購專員

Video Editor
影片剪輯師

Editor/Copywriter
編輯/廣告文案編輯

Video Planner
影片企劃

Web Designer
網頁設計師

Graphic Designer
平面設計師

專業技能

1. Google Analytics Certification Google 分析專業證照
2. Google Ads Search Certification Google 搜尋廣告認證
3. Google Ads Display Certification Google 多媒體廣告認證
4. Google Ads Video Certification Google 影片廣告認證
5. Google Ads Apps Certification Google 應用程式認證
6. Shopping Ads Certification Google 購物廣告認證
7. TOEIC (score) 多益 __ 分
8. IELTS (level) 雅思 __ 等級
9. TOEFL (score) 托福__ 分
10. Microsoft PowerPoint PPT
11. Adobe Illustrator AI
12. Adobe Photoshop PS

CERTIFICATE

形容「工作技能」的單詞或片語

1. Be proficient in 精通
2. Good at 擅長
3. Have the knowledge of 略懂
4. Score (number) on (certification) 證照達 __ 分數
5. Advertise on Facebook and Google
   投放 FB、Google 廣告
6. Manage the official account 經營粉專
7. Budget managing 行銷預算編列
8. Present proposals 提案簡報
9. Marketing proposal 撰寫行銷企劃

形容「工作內容」的敘述句子

1. Main operations include … and …
   營運項目包括 ... 和 ...
2. Increased the profit from (number)% to (number)%
   利潤提升 __% 至 __%
3. Increased the number of followers on our official account by (number)%
   使粉絲團人數上升 __%
4. Reduced advertisement costs by (number)%
   幫助廣告成本下降 __%
5. Monitor marketing costs and budget ratios
   控管行銷成本與預算比例
6. Enhance our brand's image
   提升品牌形象
7. Client management
   經營顧客管理
8. Present proposals to clients
   向合作客戶提案簡報
9. Plan marketing proposal
   發想行銷企劃
10. Interdepartmental communication
    跨部門溝通 / 共同合作
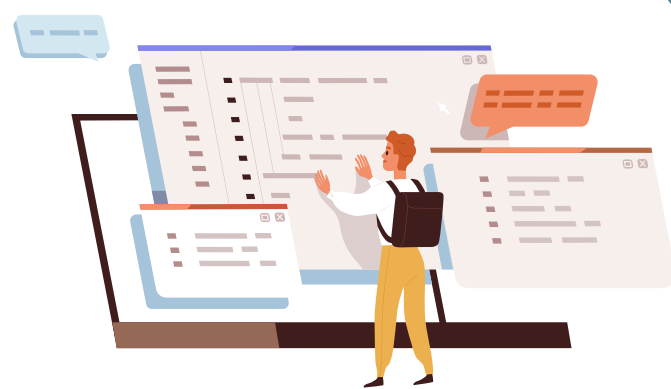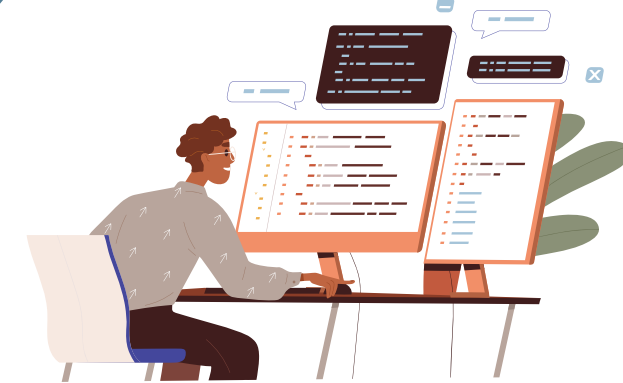
Frontend Engineer
前端工程師
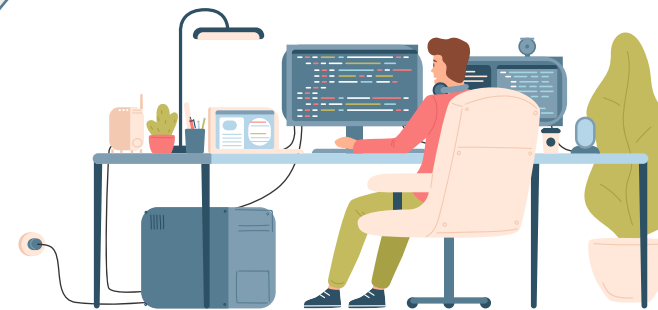
Senior Frontend Engineer
資深前端工程師

UI/UX Web Designer
UI/UX網頁設計師

專業技能

美編設計：Adobe XD, Figma, Overflow, Sketch, Photoshop, Illustrator, Zeplin
前端框架：Angular, React, Vue
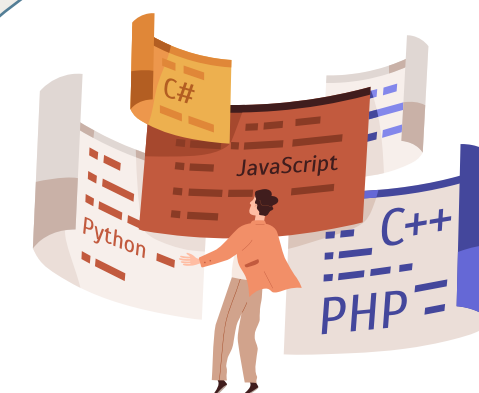後端框架：Laravel, Yii2, Zend, CodeIgniter

Backend Engineer
後端工程師

Web Designer
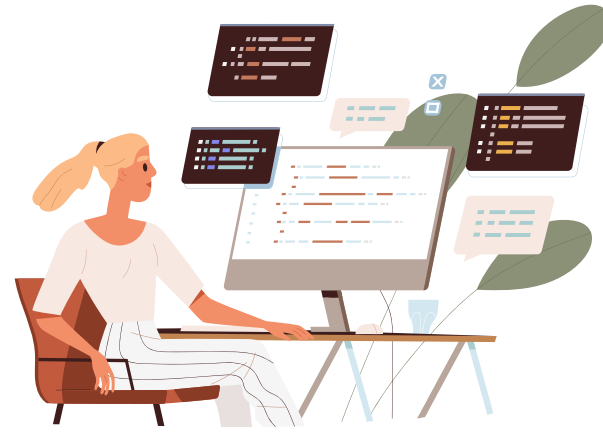網頁設計師

Project Drafting Specialist
工程繪圖員

Senior Backend Engineer
資深後端工程師

專業技能

數據分析：Python, Go
資料庫：RDBMS (Oracle, MySQL, MsSQL),
　　　　NoSQL (MongoDB, Redis)
程式語言：Python, C, Java, C++, C#, Visual
　　　　Basic(VB), JavaScript(JS), PHP,
　　　　Assembly Language(ASM), SQL, Go,
　　　　Swift, MALTAB
環境部署：Git, Docker, Kubernetes, AWS, GCP,
　　　　AZURE

Algorithm Engineer
演算法工程師

Site Reliability Engineer
網站可靠性工程師(SRE)

AI Engineer
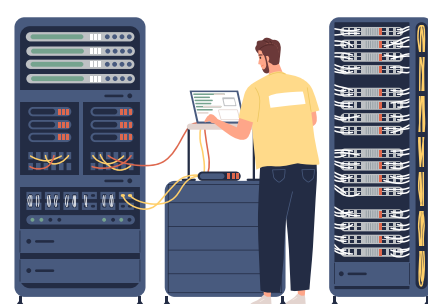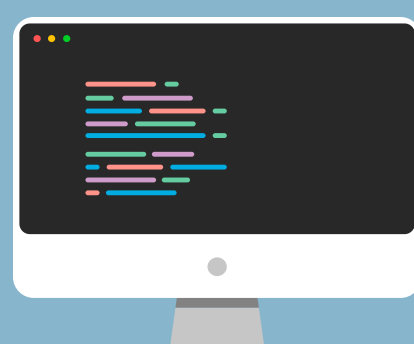AI工程師

System Analyst
系統分析師

Android/iOS Engineer
Android / iOS工程師

Data Analyst
資料分析師

Software Engineer
軟體工程師

Hardware Engineer
硬體工程師

System Architect
系統架構師

形容「工作技能」的單詞或片語

1. Alige / SCRUM 敏捷開發 / Scrum 框架
2. Code Review 程式碼審核
3. Design Pattern 設計模式
4. OO (OOA, OOD, OOP)
   物件導向 => 物件分析，物件設計，物件開發
5. Flowchart 流程圖
6. UML 統一塑模語言
7. Wireframe 線框稿
8. SOLID 物件導向設計
9. Concorrent 高併發處理
10. Web/App UIUX Design Guideline
    使用者介面體驗設計指南

形容「工作內容」的敘述句子

1. Responsible for website maintenance and problem solving
   負責網站維護和解決問題
2. Project backend development
   產品專案的後端工程開發
3. Project frontend development
   產品專案的前端工程開發
4. Environment installation by using __
   使用 __ 進行環境部署 (Using __ to deploy)
5. Collocate __ installation workflow to increase system stability
   搭配 __ 部署流程提高系統穩定度
6. Design cooperation with
   __ 配合 __ 設計
7. Utilize __ design priniciple for development
   利用 __ 設計原理進行開發
8. Product timeline monitoring and code design concept
   產品進度溝通與程式設計構思
9. __ system integration
   __ 系統整合
10. __ model development
    __ 模組開發