

○○○○○○  
E-mail: ○○○○○○@hotmail.com

**Permanent Address**

**Mail Address**

○○○○○○, Taiwan (R.O.C)

○○○○○○, Taiwan (R.O.C.)

Tel. : ○○○○○○

Cell: ○○○○○○

Cell: ○○○○○○

**Objective**

A tour guide for MCU International Travel Agency to utilize my English language proficiency and interpersonal abilities.

**Education**

**B.A. in Applied English**

**Expected Graduation:** June, 2011

**Ming-Chuan University**, 5 De Ming Rd., Gui Shan District, Taoyuan County 333, Taiwan

**Major:** Applied English      **Concentration:** Tourism

**Select Coursework:** Linguistics, Computer Application Software (Words,

Excel, PowerPoint), American Culture, French, Tour

Manager Practice, Journalist English.

**Work Experience**

**Employee:** (service-type business)

1. The cram school, **Jul.2007 to Sep.2007**

○○○○○○, Taiwan (R.O.C.), Tel: ○○○○○○

**Responsibilities:**

- \* answering the phone and visit the student by phone
- \* being the counter sometimes
- \* cleaning the environment

2. The coffee shop, **Jul.2008 to Sep.2008**

○○○○○○○, Taiwan (R.O.C.), Tel: ○○○○○○○

**Responsibilities:**

- \* making the food, coffee, and beverage for guest.
- \* Delivering Service sometimes
- \* cleaning the environment
- \* closing the store

3. Philips, Aug.2009, in Department Store (Dream Mall)

○○○○○○○, Taiwan (R.O.C.),

TEL : ○○○○○○○

- \* Selling the shavers and some products from company
- \* being the cashier
- \* check over goods everyday
- \* hand over the account to financial affairs

**Honors and Activities**

## Honor

Culture Award, The Kaohsiung Concert Hall, Kaohsiung, July, 2004

Activities

**Club leader, Ming-Chuan, KHS, Ming-Chuan University, Taiyuan, July 2008 to Date**

## Responsibilities

- \* writing and delivery the official documents
- \* preparing all the activities
- \* distributing the works to everyone
- \* supervising all the work progresses
- \* holding the meeting with all the club leaders and teachers
- \* apply for and control the funds
- \* making the final decisions

Volunteers, Ming-Chuan, seminar, Ming-Chuan University, Taiyuan, July 2008 to Date

Responsibilities:

- \* the book exhibition member
- \* receive the bookmen and the guests

Volunteers, 21<sup>st</sup> Summer Deaflympics 2009, Taiwan Police College,

Sep 2009 to Date

Responsibilities:

- \* the restrain volunteers
- \* receiving the contestant
- \* assisting and guide the contestant

## **Autobiography**

Hello, my name is ○○○. I was born in Kaohsiung, and on December 15th, 1988. Kaohsiung is a sunny and seaport city and people always have passion there.

I am studying in Ming Chuan University (MCU) and majoring in Applied English. My Department had divided four sections, Tourism, International Trade, Translation, and Teaching English. Ultimately, I choose Tourism because it seems fit in my personality.

My character is easygoing and passionate. I have lots of experience of part-time job, including coffee shop waiter, sales of department store, and so on. Time management and communication skill are what I got from these experiences.

I had been a leadership of a club. It was Kaohsiung Association Club. Therefore, I got many experiences of club activities.

If I have the opportunity to get this job, I will do my best to learn anything I need and accomplish my assignment. Thanks for your attention.