

Tips for Writing AIT Job Applications

A. Cover Letter

- Indicate the position for which you are applying and why you should be selected.

B. Resume

- Personal Data

In addition to your name and contact details, please identify your nationality and residency status in Taiwan. Local nationals should include local ID numbers. Non-local nationals (i.e. U.S. citizens, etc.) should include a copy of valid Alien Residency Card.

- Education

- a. List your most recent education first, including dates, identifying if completed with a degree or uncompleted.
- b. List at least the highest two education levels completed.
- c. Include job-related advanced training.

- Work Experience

- a. List your current or most recent work experience first.
- b. Provide the company name, job title, duties and responsibilities, and the period during which you worked.

C. Autobiography

- Do not include an autobiography. Please do not include information about your primary school days, family members, or personal interests/hobbies.