

# Wire to the World

SINBON

## # 你的職場變成了全世界

將自己置身全球化環境，  
是個人和國際接軌的第一步



## 連結你的多元職涯



## # WorkHardPlayHard

多元化的活動，完善的福利，  
體驗幸福職場就在信邦

## # 信福企業邦你築夢

參與各類型會議、展覽，  
處處是機會，實現自我理想



## # CSR@SINBON



社會參與、慈善公益，  
推動Green SINBON，  
為社會盡一份心力

A large, stylized illustration of a red and blue pen is positioned in the upper left quadrant. The pen is angled diagonally, with its tip pointing towards the center. It has a red body with blue accents and a blue nib.

# WRITE A RESUME` to resume your career

A small, stylized illustration of a red and blue pen is located in the lower right quadrant. It is angled diagonally, with its tip pointing towards the center.

By San Li, Head of HR Service Center

SINBON Electronics

# Why Should I Write A Resume?

- Describe yourself.

Committing your personal history to paper demonstrates your personal strength and development opportunities. The process of formulating your resume forces you to search for and document pertinent information of yourself.

- Save time.

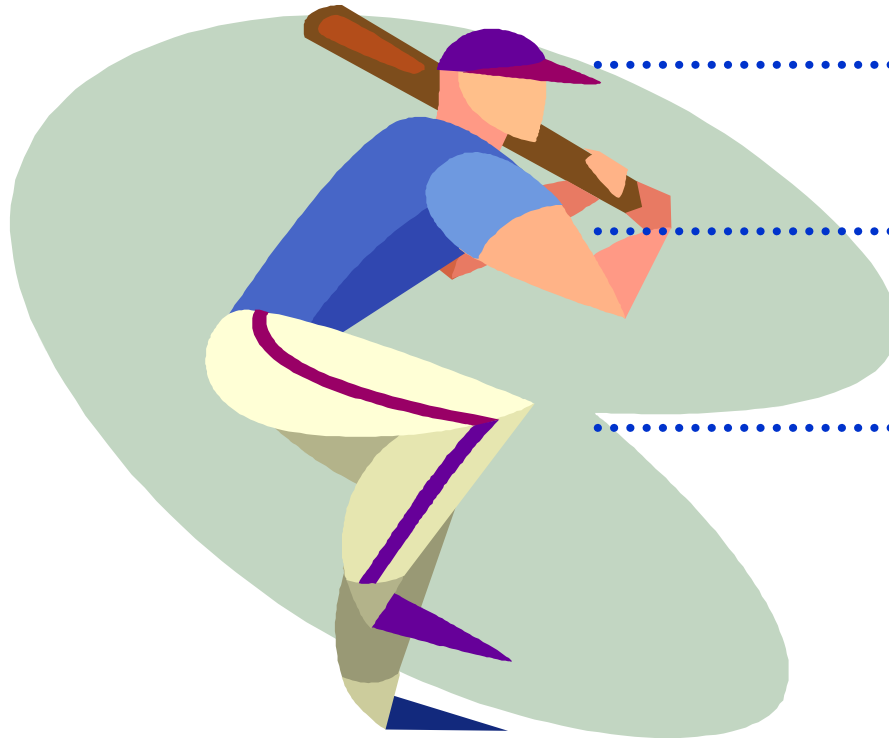
Clear, concise resume shortens the review time. In any large organization, the more efficiently the communication process can be handled, the better the business opportunity can be advanced.



- Get interview.

When the reader quickly grasps exactly what you want them to see, it's easier for him or her to say "yes, invite him/her", and to get a sense of what to ask about you during the interview.

# What to Write in the Resume?



**Knowledge**

**Personality &  
Motivation**

**Behavioral Skills**

Let's Resume  
now!!

# Good Resume

- 1 page, Square formatted
- Clear organization structure
- Concise & Precise content

**LI, SAN (Samuel)**

xxF-x, No.x, FuHo Rd• YungHo, Taipei 234•sanli@xxxx.com.tw• 0958xxxxxx

## **EDUCATION**

**UNIVERSITY OF ILLINOIS at Urbana-Champaign** Urbana-Champaign, IL, USA  
*Master of Human Resource Management & Industrial Relations* ,May 1999 GPA: 3.55/4

**NATIONAL TAIWAN UNIVERSITY** Taipei, Taiwan  
*Bachelor of Science in General Psychology*, May 1996 GPA: 3.34/4

## **WORK EXPERIENCES**

**INVENTEC APPLIANCES CORP. Taipei, Taiwan** 08/2004- 03/2007

### **Manager, Human Resources department**

- Identified needs, developed solutions to address strategic priorities, developed effective evaluation process of training programs, and drew up management development plans.
- Provided programs, advisory services, and tools, such as competency model, target selection, balance score card and MBO, to maximize individual and organizational performance.

**NEW CENTURY INFOCOMM TECH CO., LTD. Taipei, Taiwan** 09/2002-01/2004

### **Supervisor, Human Resources Management department**

- Developed and implemented “Right candidate selection project”, efforts including HR join interview, candidate cultural attribute test development, and interview guide development.
- Planned, controlled, and reviewed headcount and reduced headcount by 33% (500) in 12 months.

**FORD LIO HO MOTOR CO., LTD. Chungli, Taiwan** 08/2001-04/2002

### **Assistant Manager, Organization and Personnel Development**

- Assigned as Account Manager to provide HR consultation and administrative service to 30+ line managers and 500+ employees in manufacturing, product development, and purchasing divisions.
- Collaborated with HR Vice President and line managers on assessing Human Resources and diagnosing the competencies and organization culture and developed enhancement solutions.

**PROCTER & GAMBE TAIWAN. LTD. Taipei, Taiwan** 08/2000-07/2001

### **Associate Manager, Human Resources department**

- Conducted salary survey, revised salary structure, and implemented salary planning in 6 months.
- Performed managerial duties in the absence of department manager and acted on deputy manager to manage 6 employees and 3 payroll staffs for 3 months and received executives’ recognition.

## **SKILLS & CERTIFICATES**

**English:** TOEFL: 633/677 (05/1997); GMAT: 680/800 (02/2004); TOEIC 980/990 (06/2006)

**Certificate:** MAX Trainer (DDI, 12/2006); Recruitment and Hiring Administrator (CHRNA,09/2000)

# Rule No. 1

## Apply A General Format



PART I	Personal Info
PART II	Objective
PART III	Education
PART IV	Work Experiences /Activities
PART V	Honors /Skills & Certificate

# PART I: Personal Info

- As letter head format
- Use a clear, bold font for your name (16pt or 18 pt)
- Display your address, phone number, cellphone, and email address
- Provide permanent address in summer/winter breaks.



# Example

*LI, SAN (Samuel)*

xxF-x, No.x, FuHo Rd• YungHo, Taipei 234•sanli@xxxxxx.com.tw• 0958xxxxxx

李 山

地址：(234)台北縣永和市 xx 路 x 號 xF-x  
電話：(02)2927-xxxx

Email：sanli@xxxxxx.com.tw  
手機：0958807xxx

**Tips: concise & balanced**

## PART II: Objective

- Tailor to the particular position and company
- Goal-specific and outcome-oriented wording
- Focus on what you have to offer the employer and not what you want
- Its Optional

# Example

**Sales and Marketing:** Seeking a challenging and demanding opportunity in a dynamic, fast-paced environment that promote lasting customer relationship. Seek a firm that empowers employees to achieve excellent customer service, brand awareness and satisfaction while challenging my skills in analysis, management, and leadership.

*Tips: show your passion*

## PART III: Education

- Show the university, location, and degree
- Indicate your graduation month and year
- Indicate your GPA rounded to one decimal place.
- List your major and minor.
- Do not list your relevant courses
- May add relevant certifications or academic honors (e.g. dean's list/ranks).

# Example

## ***EDUCATION***

***UNIVERSITY OF ILLINOIS at Urbana-Champaign***

Urbana-Champaign, IL, USA

***Master of Human Resource Management & Industrial Relations***, May 1999

GPA: 3.55/4

***NATIONAL TAIWAN UNIVERSITY***

Taipei, Taiwan

***Bachelor of Science in General Psychology***, May 1996

GPA: 3.34/4

Tips: be economical

## IV. Work Experience/Activities

- Left-aligned text, no smaller than 10 pt font, with or without bullets.
- Begin each statement with a powerful action verb.
- Focus on accomplishment , not the tasks.
- Use fact and figure to enrich your text
- Be selective and relevant; list skills in order of importance within each job.

# Example:

*Inventec Appliance Corp. Taipei, Taiwan*

08/2004- 03/2007

*Manager, Human Resources department*

- ? Identified needs, developed solutions to address strategic priorities, developed effective evaluation process of training programs, and drew up management development plans.
- ? Provided programs, advisory services, and tools, such as competency model, target selection, balance score card and MBO, to maximize individual and organizational performance.

Tips: provide behavior incidence

S/T: situation & task

As: actions taken

R: result

## V. Honors/Skills and Certificates

- List academic honor or award and its scope.
- List language test results and the date the result reported.
- List the certificate obtained and the date it was issued.



# Example:

## ***SKILLS & CERTIFICATES***

***English:*** TOEFL: 633/677 (05/1997); GMAT: 680/800 (02/2004); TOEIC 980/990 (06/2006)

***Certificate:*** MAX Trainer (DDI, 12/2006); Recruitment and Hiring Administrator (CHRNA, 09/2000)

Tips: used objective measures



# Things to Do

- Keep it simple, visually appealing, and avoid overcrowding
- Tailor your objective to the position; be specific in what you want and what skills you are ready to offer
- Pay careful attention to spelling, punctuation, and grammar.
- Make it action-oriented, with accomplishment in fact and figure.
- Use words that convey results (e.g. reduced, gained, brought, advanced, expanded, saved , improved)
- Use hierarchical text , such as heading (14pt or 12pt; upper case; bold faced ; italic), and text/details (11pt),

# Things to Avoid

- Do not abbreviate your degrees (Master in Business Administration , not MBA)
- Do not place reference letters on resume, have a separate sheet for reference.
- Do not include personal information such as weight, height, marital status, ID number, age, religion, or political affiliation.
- Do not list detailed description of unrelated job duties.
- Do not begin sentences with “I” or “My”.
- Do not lie or exaggerate
- Do not use humor
- Do not use “responsible for:
- Do not state salary.



# Resume Checklist



	<b>Is the designing visually appealing?</b>
	<b>Is it easily comprehensible?</b>
	<b>Are all key points bold-faced , underlined or in italic style</b>
	<b>Are the information listed in order of relevance and importance?</b>
	<b>Are all necessary contact information listed?</b>
	<b>Is your objective conveying your career goal?</b>
	<b>Have you checked 3 times or more for possible misspelling and any grammatical errors?</b>
	<b>Have you asked someone to double check your resume for you?</b>

# Any Question?





do the MAGIC<sup>+</sup>

do the MAGIC<sup>+</sup>

# WATCH THE SINBON VIDEO

What Makes SINBON Different?





# DO THE MAGIC<sup>+</sup>

## Solution Services in Five Fields



**Medical Health**



**Automotive & Aviation**



**Green Energy**



**Industrial Application**



**Communication**

do the **MAGIC<sup>+</sup>**

Intelligent / Integrated / International

MEDICAL  
HEALTH



健康照護

老齡化社會來臨導致  
醫材需求增加，  
用藥量和醫療成本持續攀升

面臨  
問題

解決醫療人力不足的問題  
減輕年長者事故傷害  
並協助遠端照護醫療

我們  
解決

AUTOMOTIVE  
& AVIATION



汽車與航太

嚴重的全球空污使  
電動車需求增加，  
自動駕駛安全性之挑戰浮現

協助自動駕駛的判斷  
並符合所需之  
高速傳輸、絕緣、防水、耐久  
等品質要求

GREEN  
ENERGY

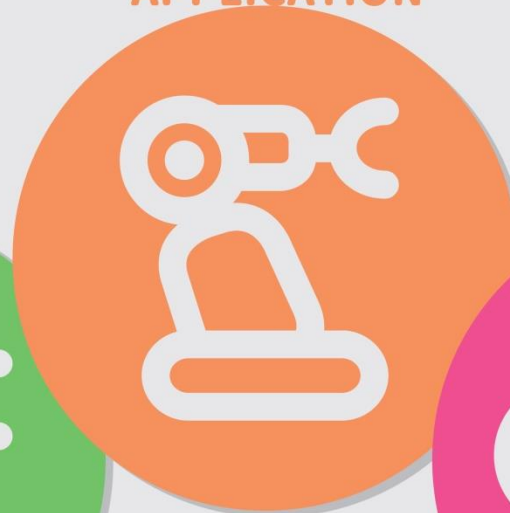


綠色能源

全球暖化與溫室氣體  
排放情形日漸增加

研發具能源節約效益、  
替代性能源組件與系統之產品  
並應用於風電、太陽能等領域  
降低人類活動對環境之衝擊

INDUSTRIAL  
APPLICATION

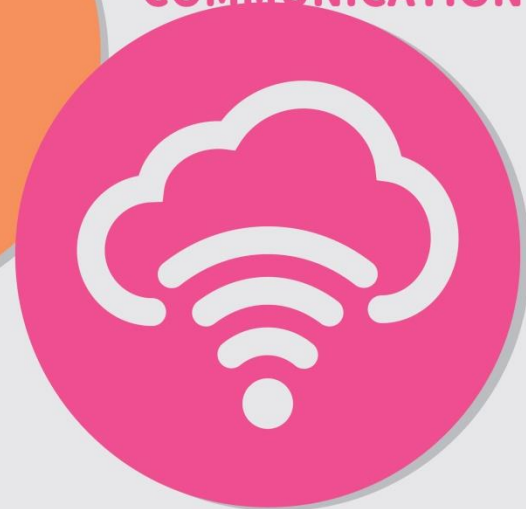


工業應用

傳統人力成本大幅提升  
工廠缺工，  
自動化需求增加

滿足生產自動化與智能化需求  
提高產品的生產效率與品質

COMMUNICATION



通訊相關

數位落差存在  
以及智能應用的速度需求提升

提升物聯網、無人機、  
穿戴式裝置、智慧型手機、平板  
和筆記型電腦等使用普及率

# 一分鐘認識信邦

信邦是「MAGIC」產業中的提案實踐者，從零件與模組的設計、製造到分銷，為客戶打造完整的電子整合解決方案。因應科技產業的快速發展和激增的市場需求，多年來信邦也不斷創新與轉型，致力於提供更廣泛的高附加價值服務。

臺灣證券交易所上市公司(編號# 3023)



**32<sub>y</sub>**

成立於 1989



**7.7<sup>↑</sup>**

2020營收  
億美元



**6000<sup>↑</sup>**

全球員工數



**6**

跨國工廠  
(歐、亞、美)



**20<sup>↑</sup>**

全球服務據點



**100<sup>↑</sup>**

全球知名品牌客戶

# 信邦的轉型與創新

do the **MAGIC+**

- 客製化自動生產
- 天線設計
- RF設計解決方案
- 系統設計與整合
- 整機組裝
- 電路版組裝
- 線材組裝
- 連接器代理

## -系統設計與整合

- 整機組裝
- 電路板組裝
- 線材組裝
- 連接器代理

- 整機組裝
- 電路板組裝
- 線材組裝
- 連接器代理

- 線材組裝
- 連接器代理

1989

1999

2009

2019

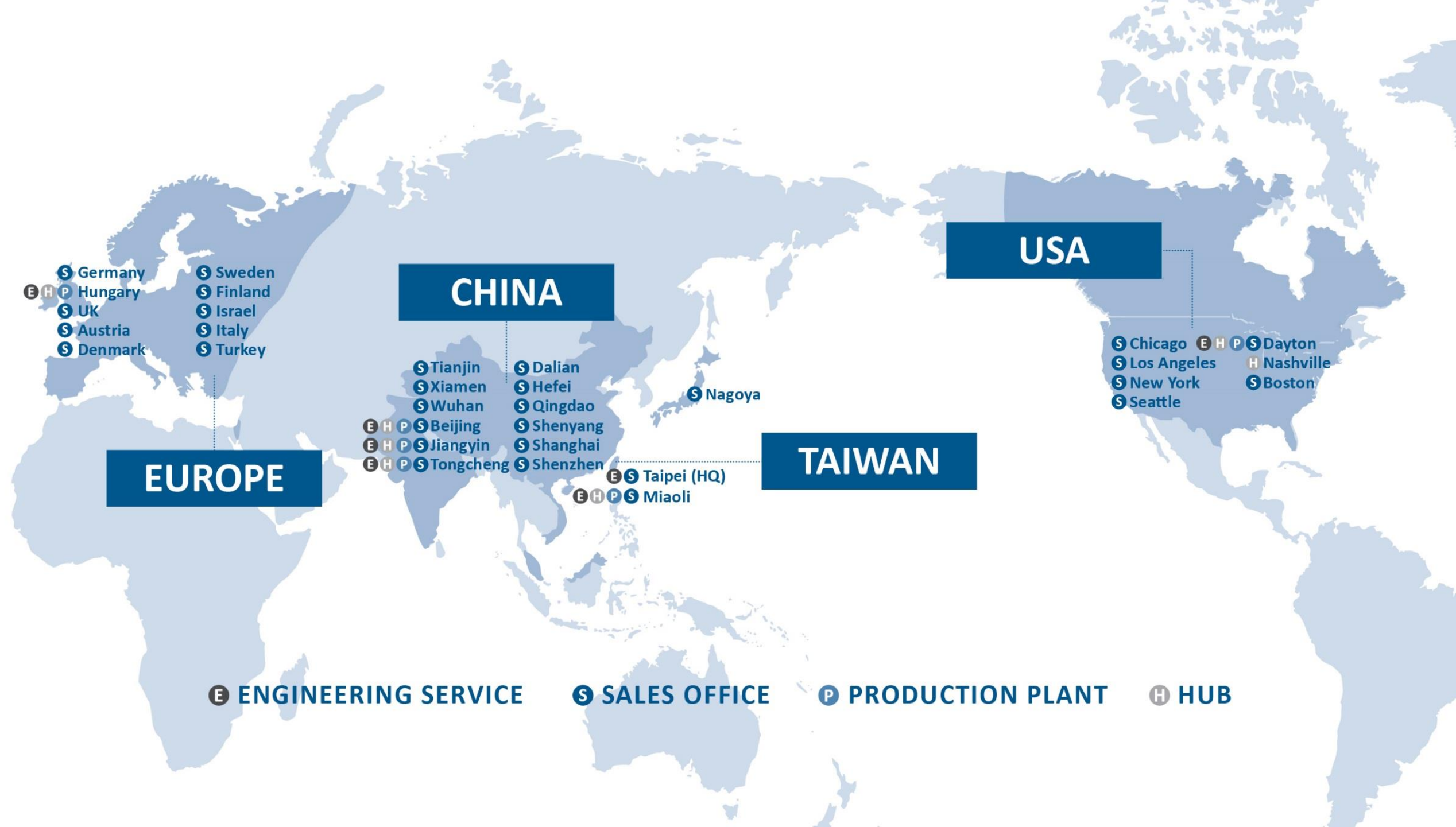


# 專案管理，客製化服務

端對端服務







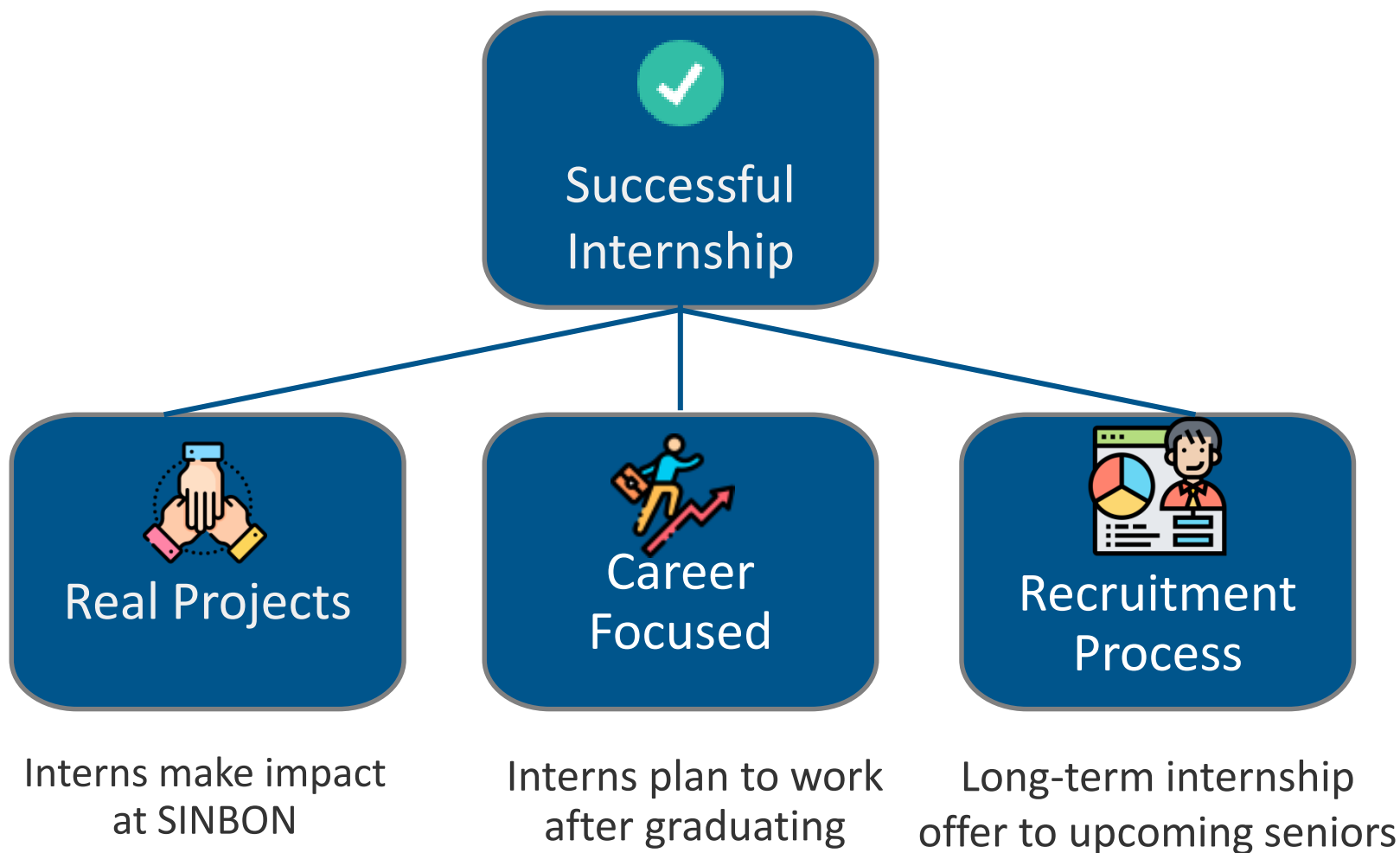
# 信邦深耕校園計畫

do the MAGIC+





# 如何成就完美實習?



# 實習不只是賺經驗

## Summer Internship begins

Pay:

Undergraduate: 25K-28K/month

Graduate: 30K-33K/month

## Intern graduates with diploma/Transfer to FT

Pay:

Undergraduate: 35K-40K/month

Graduate: 40K-45K/month



## Summer Internship ends/Start school yr. internship

Pay:

Undergraduate: 28K-30K/month

Graduate: 33K-35K/month



**thank you**

*danke děkuji ありがとう merci gracias  
grazie kiitos הודות köszöni tak tack*