

## 自傳技巧

### Personal Statement

#### 一、自傳目的

讓評委認識你，並認同你是適合該校系的學生。請針對欲申請的科系，講述你的優勢，你對該科系喜愛的原因。除了你在學術上的經歷之外，提出一點正面的人格特質或領導經驗，或是相關校內活動和其他與欲申請科系相關研修知識，也能豐富你的自傳。

#### 二、寫法參考與比較

字數約 500~1000 字，700 字為佳，約 1~2 頁，可寫 4~5 個段落。

(部分英國商學院特別要求 500 字)

##### 1. Introduction 介紹 (此段落字數與其他段落相對簡短即可)

開門見山法：申請動機，直接闡述要申請的學校科系並簡單說明原因

👉 可以以兩句話說明為什麼有興趣?是如何產生興趣的。

接著再以兩句話整合您的相關求學背景，並且訴說拿到此學位後的規劃

⚠️ 一味的讚美學校或其他國家有多好，是無法使評委認同你個人的熱情與能力。  
也不要單純的只表達你想到國外跳出舒適圈等，和科系無關的內容

##### 2. Academic Background 學術背景

闡述就讀/畢業學校科系及列舉修過的相關科目，並說明在知識上或實務上學習到的

基礎知識如何運用在研究所課程上。

👉 如果高分科目是和欲申請的科系相關，可特別點出學術優勢；

跨科系申請，也可以強調是否有其他修習相關科系學術知識。

##### 3. Extracurricular Activities/Work Experience 課外活動/工作經驗

闡述相關的活動或工作經驗，說明從經驗中學習到的技能及如何運用在研究所課程上。

👉 相關競賽得名，研究項目，實習經驗，工作經驗等。

⚠️ 切記緊扣科系相關，無關的內容有時反而是扣分的!  
例如無關個人家庭關係、旅遊等

#### 4. Motivation 動機

根據上述的學經歷，從經驗中是否察覺不足之處，或說明意識到的未來趨勢；

可在針對申請的學校課程方向及內容，列舉一些科目是能增加專業知識及深入探討

相關議題 來加強申請動機。

△ 整篇自傳的重點段落，排名前面的學校特別建議強調自身動機，以個人的經歷為例舉例說明欲申請的學校課程能來什麼樣的幫助

#### 5. Future Plan 未來計畫

重申適合科系原因，並提出未來目標，頭尾呼應。

近程與遠程目標：主要是個人職涯目標，闡述研究所畢業後，欲從事的產業職位，

說明申請的研究所課程能幫助達到目標。

✎ 簡短說明此科系是我想要學習的領域且符合我的就業方向。

亦可分近程與遠程，說明畢業後的規劃。

可以再次強調這個科系是我有熱情的，

而且我的知識背景及人格特質也是符合此科系需求的。

△ 職涯規劃與科系不相關，會凸顯你對於申請科系的不了解，也無法說服評委認同

#### 文章建議:

- 以正確的用詞及文法，簡潔有力的傳達自己的論述。過多的冗言贅字，會使文章空洞無趣
- 正面表述為佳，不寫負面實事 (如成績不好的原因)，以親身學經歷，表達自己的優勢及專長

## 以下兩篇自傳示範

### Undergraduate 示範 - Mechanical Engineering

Engineers build societies. More specifically, mechanical engineers apply fundamental maths and physics laws to construct mechanical devices that we use every day, despite sometimes going unnoticed. For this reason, I would like to pursue a career in engineering, as it is such a key component in societies. It combines my fascination of how things work and the mechanics behind devices, with the ability to apply maths and physics concepts to real-life situations.

Studying Maths Mechanics at A-level has given me experience with calculus and more advanced mathematics, including differential equations, creating a firm grounding for the mathematics I should encounter at degree level. Physics has given me an understanding of fundamental notions and reinforced the mechanical aspects of maths, while through Chemistry I have gained hands-on practical experience through regular experiments. Economics at AS level allowed me to develop knowledge on economic practices, as I recognise that many engineers move on to positions involving management responsibilities.

Being invited to partake in the A2 British Physics Olympiad enabled me to gain a deeper understanding of physics principles including Newton's Laws of Motion and the Laws of Thermodynamics, especially those entwined into everyday tasks. Participation in the Physics Olympiad also provided me with the means to develop my critical thinking skills, as there are usually multiple paths which can be taken to reach the same answer. In addition to this, it required me to think logically about a problem while also being creative. Over the summer holidays, I had the opportunity to undertake masterclasses offered by the University of Liverpool, where I was able to enhance my practical problem-solving experience and apply familiar concepts to strange and unfamiliar problems. One of the masterclasses was engineering movers & shakers, where we engaged in a group structure building task and learnt about the levels of stress structures can withstand. To broaden my engineering knowledge I conducted personal online research, with youtube channels Engineering Explained and Learn Engineering, partnered with regularly assisting my dad in repairing and restoring old Land Rovers providing a wealth of knowledge. Here I have been able to develop awareness of underlying concepts within motorised vehicles, such as the differential which allows the wheels to rotate at different speeds while transferring power to both wheels through the use of the spider gear. Allowing for two different types of rotation and so creating variable power output to the wheels.

Last year, as part of the Welsh baccalaureate I volunteered at my old high school's maths department, where I tutored a group of year 11 students guiding them through the additional maths course. This was beneficial as it allowed me to develop my interpersonal skills, as I had to alter my teaching approach in order to convey the content as effectively as possible to suit each individual student. Completing the Bronze Duke of Edinburgh Award has meant I have gained valuable skills including teamwork, leadership and confidence, allowing me to work with a diverse range of people, this is useful as an engineer because you will encounter and have to work alongside various types of people to achieve common goals.

Studying mechanical engineering will allow me to contribute to new life-changing technologies for numerous industries; including construction, transport, and health-care. My motivation and diligence along with my ability to study independently will make me as I believe it an asset to the course.



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## Postgraduate 示範 - Business Management

Businesses have been instrumental in building our modern way of living. The versatility and innovation of business quickly captured my attention when I started my first job, and my interest has only continued to grow. Having undertaken various work experience roles and achieved a 2.1 in my undergraduate degree, I intend to further my education through a Masters. My main interests lie in strategic management and marketing as I enjoy learning new methods for existing and succeeding in an increasingly globalised market.

I have always been a self-motivated worker who is not afraid of a challenge. I am particularly drawn to management and marketing roles as they are often fast paced environments, involving different tasks and decisions each day. They also allow for a healthy balance between both independent and group work, which I believe is vital to running a successful business with engaged staff. My undergraduate work placement in an international marketing company enabled me to first-hand experience the fast-paced and efficient work style of successfully competing companies. I was also able to understand more about how to plan and manage a large staff force to make sure the business can perform and compete at optimum levels. Furthermore, last year I had a part-time job in a small local business which enabled me to learn and develop valuable skills in growth and future planning which are vital during the early stages of a young business.

In addition to my qualifications and work experience, I am a keen basketball player and often represent my club at the local leagues. Both my successes and failures in sporting competitions demonstrate my constant desire to improve and my determination to continue even in times of failure. I have also had the opportunity of being a team captain and coaching younger league games. Both roles allowed me to develop my leadership and strategy planning skills.

I am applying to your university because it offered the best array of modules for me to both improve my knowledge in my current interests and explore new areas of Business Management I am less familiar with. I was also particularly impressed by the wide array of connections the department has that will guarantee each student an invaluable work experience opportunity. I believe that your university will be the best institution to take my education to the next level and enable me to compete effectively as a strong candidate after graduation.

I think that I will be an excellent fit for your department as I enjoy involving myself in extracurricular activities. I am therefore excited to apply for leadership roles in the some of the postgraduate clubs and organisations the department offers. And, if the opportunity presents itself, I would be interested in creating and running my own project with my fellow peers.