

SOP Outline

Introduction + Motivation

- Summary of experience: majored in finance in university, gained [skills A and B] in [work experience], gained [skills C and D] in [work experience]
- Motivation: would like to further acquire [skills E and F]
- Career goal: to work as [job position] in [company type or industry]

大學經驗：總介紹

- Topic sentence: My undergraduate education laid down a foundation in [areas A, B, and C].
- Details

大學經驗：研究計畫

- Topic sentence: My experience of designing XXX demonstrates my ability to approach a design issue from environmental and cultural perspectives.
- Situation:
- Task:
- Action:
- Result:

大學經驗：社團活動

- Topic sentence: My experience of XXX contributed to my ability to approach a design problem from the users' and clients' perspectives.
- Situation:
- Task:
- Action:
- Result:

工作經驗：專題計畫一

- Topic sentence: I honed my [design skills D, E and F] while working as a design consultant at [company name].
- Situation:
- Task:
- Action:
- Result:

工作經驗：專題計畫二

- Topic sentence: I gained interdisciplinary and international collaboration experience through working on a two-month project with academics, nutritionists and office workers.
- Situation:
- Task:
- Action:
- Result:

電腦能力

Commented [FC1]: 第一段為 Introduction，通常可以交待三件事。

第一個是申請者的專業能力、學術能力、工作經驗、研究經驗總介紹，可以用二到六句話說明。

第二個是動機，可以寫一到四句。

第三個是職涯目標，用一兩句話說明，並跟動機、為什麼申請這間學校做出連結。職涯目標第一段可以寫概略就好，職涯目標的細節可寫於最後一段，跟為什麼申請這間學校做搭配。

Commented [FC2]: 如何寫動機：

<https://www.cantabenglish.com/blog/sop-motivation>

Commented [FC3]: Introduction 跟 Conclusion 除外的段落，為主體段落。一段講一個申請條件，一段一個主題句，並加上細節證明主題句。

如何寫主題句：

<https://www.cantabenglish.com/blog/-topic-sentence>

如何具體提供例子：

<https://www.cantabenglish.com/blog/howtodemonstrateskillstarmethod>

例子中的申請者大學畢業，一段說明大學經驗獲得什麼樣的能力，做一個總介紹。這位申請者大學時有參加一個研究計畫，故單獨一段說明研究計畫經驗。

申請者也有工作經驗，寫於工作經驗：專題計畫一二兩段，一段寫參與的一個專題計畫。

另外，申請者也有在社團經驗中獲得類似工作經驗的專業能力，故完整一段說明社團經驗中獲得什麼能力。

Commented [FC4]: 申請者在研究經驗、工作經驗之外還特別想強調他具有設計相關的電腦能力，故用一整段說明申請者具有哪些電腦能力，並跟專業能力做連結。

- Topic sentence: I acquired website design and problem-solving skills in an online course on XXX and a coding course at XXX University.
- Situation:
- Task:
- Action:
- Result:

Conclusion + Why this program

- Reason one
- Reason two
- Reason three
- How this program can help me achieve your career goals

Commented [FC5]: 結論通常交待兩件事。

第一個是為什麼申請這間學校。

如何針對學校寫：

<https://www.cantabenglish.com/blog/-statement-of-purpose>

第二個是職涯計畫跟為什麼申請這間學校之間的連結。

職涯計畫的細節寫在最後一段。