



SCDS陪你升學搵工系列（二）
妙寫中英文履歷表



履歷先決：確認履歷資料

履歷上應該具備的資料

- 例如姓名、聯絡方式、學經歷、能力、人格特質
以
- 確定要放多少東西，才進行排版
- 照片??
- 格式 - PDF



Why Resume?

1 明確職志

CV 寫得好隨時可以令你得到一個面試機會!

2 關鍵技能

有時求職者擁有合適的技能，對僱主來說比擁有學歷更加吸引，而有幾種關鍵技能對

3 領導才能

CV 最好可以反映到你有組織及決策能力，對公司來說是一個理想的領導者。

4 成就及獎項

除過往經驗，亦可以做寫出你以往的工作做得有多好，

5 小心 Proofread

檢查清楚有沒有錯別字、行距間隔、多餘空白位等小細節



Resume和CV
有什麼不同？

CV及Resume的3個分別

1. 定義

CV(Curriculum Vitae)和Resume中文都被翻譯為「履歷」。

2. 長度

Resume的內容講求簡潔直接。

CV則會詳細列舉。

3. 申請職位的類型

在不同的工作/學院申請上，都有不同的要求，必須細看要求。
在尋找工作的同時，履歷表的格式亦有機會不一樣。

Resume VS CV

Resume - 宣傳手機的傳單

- 通常的傳單上面寫著手機的廠牌、名稱、圖片和主打功能。
- 是吸引人眼球用的，以最精簡的篇幅達到促使你對它產生印象/好感的結果。

CV - 手機詳細的規格書

- 細節介紹，目的是讓對你有興趣的機構可更進一步了解你的能力和資訊。
- Resume 摘要的重點，可以在 CV 內長篇展示，讓人更了解你在哪一年拿到了碩士學位、或者哪一年被提升為管理職的心路歷程等。當然，要放到多細端看你的評估。

根據地區與企業類型不同，可能會要求求職者提供 Resume 或是 CV。

CV 一般來說就是 Resume 的意思。如果不放心的話，也可以主動和企業 HR 做確認。



How to improve your CV

- Personal Information
 - Name (English & Chinese)
 - Date of Birth
 - Address
 - Contact Number
 - Availability
 - Salary (Optional)
 - Job information

CURRICULUM VITAE

Name & Surname : TY TORN
Address : #79, St 218, Sangkat Tuek La Ak III, Khan Tuel Kok, Phnom Penh, Cambodia.
Tel : (855-10) 708 887/ (855-97) 746 9888
Email : ty.torn@gmail.com
Apply for : Restaurant Assistant Manager

PERSONAL DATA

Nationality : Cambodian
Sex : Male
Marital Status : Single
Date of Birth : June 06, 1988
Place of Birth : Toul village, Teuk Laak Commune, Prey Nop District, Sihanouk Prvince

EDUCATION

2009-2012 : Bachelor of IT (Information Technology) at KUTM (Khmer University of Technology and Management) and Bachelor of English at UME (University Of Management and Economics)
2006-2009 : Studied at Veal RenhHigh School
2003-2006 : Studied at ToulKeo Secondary School
1996-2003 : Studied at ToukKeo Primary School

ADDITIONAL TRAINING

May-August, 2010 : Has successfully and satisfactorily completed a Short Course of Computer for: Microsoft Office Word and Excel 2003 at UME
29 June, 2010 : Has completed training in recognition of Participation in the Workshop on U.S.A Economic crisis-Why?
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30 March-5 April, 2011 : Completed the Following F&B Programs:

- Basic Customer Service
- Basic Table Service

August 24, 2011 : Has successfully completed the employee development program, Complain Handling
March 14, 2011 : Has successfully completed the employee development program, Basic Fire Safety Training

How to improve your CV

- Education background

- * describe in details
 (Period, School, Level, qualifications)

- * In orders

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How to improve your CV

- Professional Qualification
 - Recognized by professional and registered bodies
 * E.g. Registered Social Worker,
 xxx Facilitator
- Other Training
 E.g. Attendance record of xxx course

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How to improve your CV

- Employment record
 - Period
 - Organization
 - Job title
 - Job duties
 - Part time? 私補?
- Other Activities
 - E.g. Volunteer services
(Position, duties, completed tasks)
 - Programme
(Name of programme, position, what you learn from it)

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How to improve your CV

- Additional Information
- Skills and interest
 - Computer skills
 - Language proficiency
- Referee
 - Teacher / Supervisor / Employer

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履歷格式 - 減磅

上下左右縮半吋

留白位一般以1吋為標準，如想「偷位」，可以將4周邊界輕輕縮半吋。

整合欄目

升學或初畢業的同學，可增加「Skills & Interests」，或將經驗及學歷以外的資歷合併為「Additional Information」。

一行多用

要有效將CV功能「最大化」，求職者須跳出「1行1資訊」的框框，使出一行多用策略。

行距

針對Word檔CV，微調行與行之間間距（一般以單行間距為宜）；欄目與欄目之間則可採用1.5行距，以便突出各部分的重點。

打造「力量點」

都說，CV要以點例式表達；為進一步配合HR「8.8秒即食」的胃口，建議每個Point以2行為限。

Tips from HR expert

- 檔案名稱

根據PR Finishing School行政總裁和創辦人，兼HR專家Jenna Oltersdorf所說，你的CV必須命名為你的全名和應徵的職位名稱，如「Chan Tai Man_Digital Marketing Manager」，「我無法計算有多少份履歷表，都因為檔案名稱設定為Resume_1而沉沒於網海中，HR們根本不會費神去找出你的CV。」

- 定期更新

這看似是理所當然的事，但事實上卻有不少求職者向公司寄出過時的CV，當中未有清楚指出現職工作是甚麼，CV中列明的技能亦與求職信中所說的不符，甚至最近一次更新已經在數月甚至數年前。Charisse Lewis指出，不少在職場上打滾多年的求職者，履歷表中的興趣竟然還停留於大學，甚至中學年代，令人哭笑不得。

- 寫好每個職位的內容

想在眾多求職者中突圍而出，大家在搵工時，要針對每份應徵的工作去修改你的CV。要知道，每一個職位的工作內容可能多達10項或以上，要詳細地列出你過去多年在公司所做的事和獲得的成就都是不可能的，除非你想寄出長達10頁的CV。所以，在寄出CV前，要針對應徵工作的內容，突出相關的工作經驗，如果你總是偷懶，使用同一份CV應徵十份工作，那麼注定你不會成功。

常問問題

1. 先放學歷還是工作經驗？

有Fresh Grad會猶豫自己剛剛畢業，工作經驗不多，CV應該先放學歷還是工作經驗？在HR的角度看，如果工作經驗少，建議你先放學歷（Education）；若果你有相關實習或兼職經驗，最好當然是先放工作經驗（Work Experience）。

2. 沒有工作經驗如何是好？

假若你沒有工作經驗，又不想工作經驗（Work Experience）該欄一片空白，可以改為寫獎項、學會職位或義工經驗，再加1、2句說明學會了甚麼技能，最好與你所應徵的職位相關。

3. 之前的工作經驗並不相關，應否寫在CV？

假設你以前從事銷售（Sales），現時想轉行，投身另一個從未踏足的行業。即使你之前的工作經驗並不相關，也不要刪走，令CV看上去有空窗期，盡可能找些相關的職責重點介紹，仔細描述你的工作內容，例如將工作量化，以及說明工作上要接觸的對象。

Personal Statement 個人陳述

- 說服大學為何要收你，你要說出為何你非讀這一科不可。
- 適合這一科的個人性格、個人專長或能力、未來理想事業等帶出你是最適合的人選。
- 令學院收生老師對你刮目相看
- 讓人有興趣認識你
- 為每份申請度身訂造 (不同學科, 不同學校, 不同國家 etc)

個人陳述: 形式

- 大約300-400字
- 字體大小 11 - 12
- 字形 Calibri, Arial, 新細明體
- 行距 1.5 / 2
- 結構精簡、分段清晰

*以申請大學指示為準

個人陳述: 結構

- 自我介紹
- 學系認識
- 性格抱負
- 實習經驗
- 校園生活
- 人生經歷/成長片段
- 軟技能 **Soft Skills**
協作能力(Cooperation)、領導力(Leadership)、批判思考(Critical Thinking)

其他可考慮內容

- 你過往經歷中，最特別、獨一無二、印象深刻的故事是甚麼？
- 你從甚麼時間開始對要申請的這個專業感興趣的？
- 為了學這個專業你都付出過怎樣的努力？
- 你怎麼確定你適合讀這個專業，做過哪些嘗試嗎？
- 如果你本科就讀了這個專業，你學到了什麼？你獲得了哪些能力上面的成長？
- 你的職業理想是甚麼？人生抱負是甚麼？
- 你過往的人生中曾經經歷過甚麼磨難，你又是怎麼克服的？（比如家庭、經濟、身體...）
- 你的個性因素有哪些優勢？（比如誠實、熱情、有毅力...）描述你個性中覺得能夠幫助自己學好這個專業的那些點，並且通過事例來證明
- 此外你還有哪些優勢技能？（比如領導力、說服力、分析能力、善於溝通...）統統用事例簡單描述
- 你覺得自己為甚麼是一個更值得被錄取的申請者？（為自己爭取機會）

*所探討的內容並沒有限制，可以是在校經歷，社會活動、實習經驗，甚至可以是和專業不相關的故事，只要你講的故事能夠突出你某方面的優勢

說故事的人



你是怎樣的一個人，對甚麼感興趣，甚麼是你的特長，你對未來的想法

請注意

- 文法很重要
- 內容精簡易明
- 文句不要過分冗長
- 不要挑選少用的字詞
- **Proofread! Proofread! Proofread!**
- Final Check With Fresh Eyes
- 尋求外援...
 - LLEC language consultation appointment
 - 老師/朋輩
 - Research

SCDS

Student counselling & Development Services

- SCDS Instagram: [scdscuscs](#)
- SCDS Facebook: [SCDS CUSCS](#)
- Email: scds@scs.cuhk.edu.hk
- SCDS Hotline: 3943 9106
- 24小時輔導熱線: 5400 2055