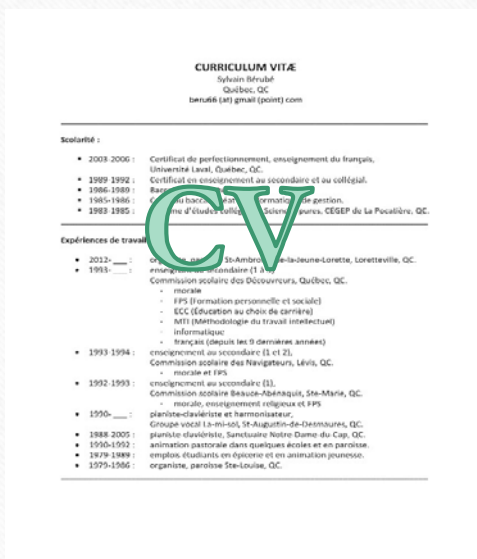


CV/Interview writing workshop

Get prepared for your internship application(2020 Summer)

What are we going to do today?

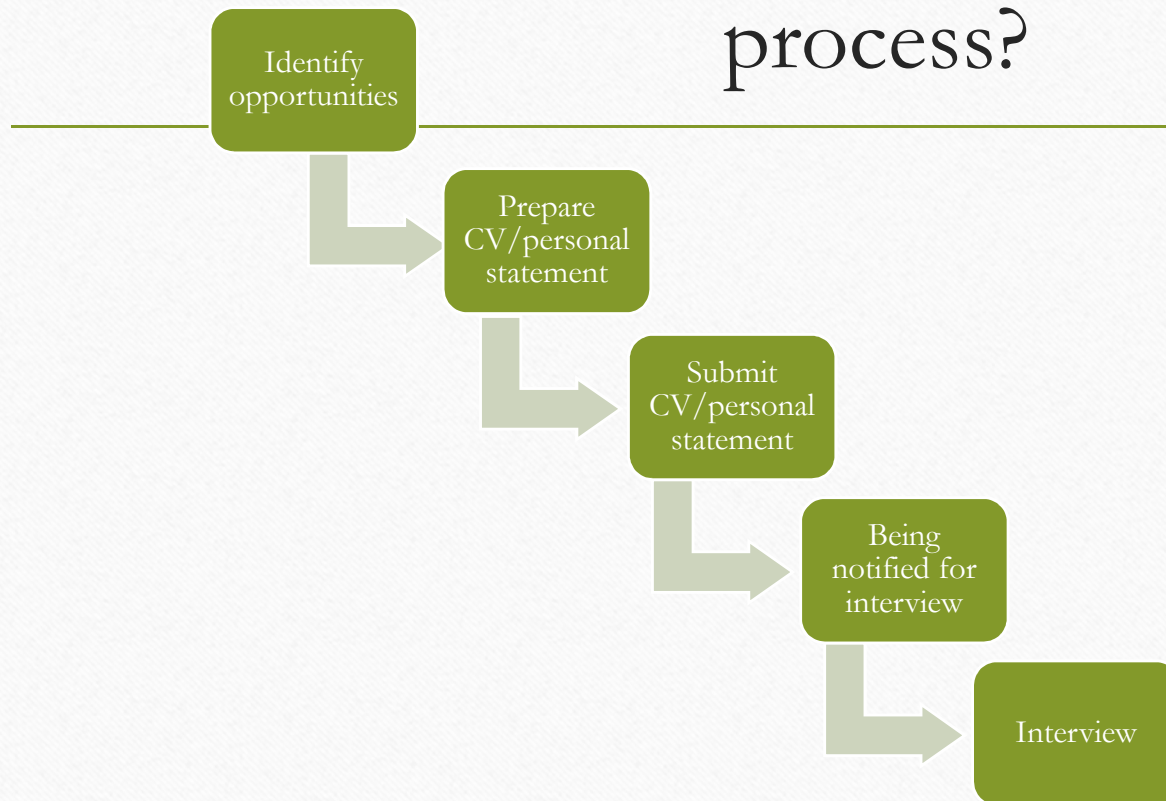


Personal statement



Interview

What looks like to you during internship search process?



How to write a good CV that
will get you first interview?



How to nail an
interview so that they
want you back as an
intern?



Your presentation is your personal brand



*Finding your
own voice*

/TerrySmith/1 High Street, Anytown, Anycounty, SE1.
tsmith68@anymail.com

An experienced and committed health, safety and knowledge in health and safety and the environment to write policies and safe systems of work to protect well as the environment. Monitoring and reviewing abreast of changing legislation and has in-depth knowledge of the environment, such as chemical safety site safety. A good communicator on all levels, hap staff, contractors and external agencies, knowing h individuals.

- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH Environmental Diploma
- St. John Ambulance first aid at work certificate

Middlesex University of BSc Occupational Safety. Health
English (B), Maths (B), Chemistry (C)

- Thorough knowledge of health, safety and
- Experienced in formulating policies for high monitoring, reviewing and auditing these.
- Competent risk assessor.
- Qualified HSE trainer.
- Able to formulate preventative maintenance
- Able to carry out specific environmental
- Excellent written and presentation skills.

HSE Officer – Rollands Manufacturing 2010 - present

- Responsible for full site health and safety to all across all areas.
- Liaising with staff on all levels including external.
- Training the workforce including managers.

HSE Officer – CGE Construction – 2006-2010

- Responsible for health and safety on compo environmental compliance.

Available on request. The hse CV sample is one of a range of resources helping you build a complete CV from scratch to a professional standard at your fingertips using our CV creation tools, which include a range of templates and format for your CV. Start building your professional CV today.

Faculty of Social Sciences,

Application No.:
University No.:
Salutation:
Full Name:
Nationality:
HKU Email:
Contact Phone Number:

Curriculum:
Course Year:
Major:
GPA:

Programme:
Community Partner:
Internship Project/Topic:

a. What would you like to learn from this course?
As a v...
real-w...
knowl...
becau...

b. What are your strengths and weaknesses?
One c...
quality...
am al...
stand...

c. Which skills do you want to develop?
Throu...
field...
worke...
experi...
enviro...

Spoken English:
Written English:
Spoken Cantonese:
Spoken Putonghua:
Written Chinese (Traditional):
Written Chinese (Simplified):
Others:
- Korean

I am capable of using Microsoft Office. (Word, Excel, Powerpoint)

I can play the guitar, the piano, and the ukulele. I had been a part of a band in high school, and I had been swimming, and I had been playing basketball.

<u>Date(MM/YYYY)</u>	<u>Award</u>
10/2013	Interim Photography Award
04/2014	National Honors Society
04/2014	Service Award

N/A

Experience 1:
Date(MM/YYYY)
Name of Organization
Position:
Duties:

English Teacher
In my [redacted] I changed many service trips
to a [redacted] of these trips several
times [redacted] I talked to the children in
the [redacted]

Experience 2:
Date(MM/YYYY)
Name of Organization
Position:
Duties:

Music Teacher

On this rural O... sh to poor
class, ... music
enjoye... dren really
and a... eir English

Activity 1:
Date(MM/YYYY)
Name of Organization
Position:

President

- Language skills
- I.T. Skills
- Others skills
- Awards/Scholarships
- Exchange Studies
- Relevant Work Experience
- Relevant Extracurricular Activities

Language Skills

Spoken English:
Written English:
Spoken Cantonese:
Spoken Putonghua:
Written Chinese (Traditional):
Written Chinese (Simplified):
Others:
- Korean

IT Skills

I am capable of using Microsoft Office. (Word, Excel, Powerpoint)

Other Skills

I can play the ukulele. I had been a part of the basketball team. I have been swimming.

Awards/Scholarships

Date(MM/YYYY)	Award
10/2013	Interim Photography Award
04/2014	National Honors Society
04/2014	Service Award

Exchange Studies

N/A

Relevant Work Experience (including Voluntary work)

Experience 1:	
Date(MM/YYYY)	
Name of Organization	
Position:	English Teacher
Duties:	In my class, I have organized many service trips to a school in the Philippines. I have led these trips several times and have helped the children in the school.

Experience 2:	
Date(MM/YYYY)	
Name of Organization	
Position:	Music Teacher
Duties:	On this trip, I taught music to poor children in a rural area. They really enjoyed it and they learned a lot of English.

Relevant Extracurricular Activities

Activity 1:	
Date(MM/YYYY)	
Name of Organization	
Position:	President

Font should always be legible and professional. No cursives!

Physical address needs to be included.

Britney Brinker

Email: britneybombshellbrinker@myemail.com | Phone: 222.222.2222



No pictures please!

Objective

Motivated business professional in pursuit of a full-time career

Email address must be professional. No nicknames.

Summary

Ability to establish priorities, work independently and execute complex projects. Highly developed organizational and time management skills. Excellent working diplomatically and collaboratively with all levels of management. Adaptable to changing work environments in academic, government and business institutions.

This summary and objective are better suited for a cover letter. Especially because this resume is over the 2 page limit.

Education

Bachelors of Business Administration
Jones School of Business, University of Learning, Learning Pennsylvania
Expected Graduation: December 2012

Include major.

Work Experience

Keller & Keller CPA Accounttown, Pennsylvania January 2010 – December 2010
Accounting Intern

- Worked on project to help 3 major companies prepare for FCC filings
- Reviewed books for 10 smaller companies
- Learned a great deal about accounting in practice

Should better sell the accounting experience. Explain the project and your contributions to it. What is FCC? Explain that. Are there any quantifiable metrics that could be included?

USmile Dental Smiletown, Pennsylvania January 2011 – December 2012
Office Assistant

- Answered phones
- Filed client forms
- Booked appointments

This sounds too remedial. Include why these tasks were important to the business and the value you brought to the table.

Burger Tzar Burgertown, Pennsylvania January 2008 – December 2010
Cashier

- Took customer orders
- Helped manager with inventory
- Trained other cashiers

Does this really need to be included? What does this have to do with accounting? Get rid of it!

What's so bad about it?

What's good
about it?

Jane Doe

320 Jane Doe Avenue #555, Los Angeles, California 55555
Home: (555)-555-6051 ♦ Cell: (555)-555-5011 ♦ Email: Jane4444@sbcglobal.net

ACCOMPLISHED, DEDICATED MENTOR LIAISON

Mentoring / Case Management / Client Relations

Accomplished Mentor Liaison who is skilled in all aspects of case management including mentoring, interviewing, evaluation, assessment and individual counseling. Strong experience in working with clients of all ethnic and demographic backgrounds. Known and respected for being a proven leader with excellent communication and interpersonal skills who effectively collaborates and fosters quality relationships with all levels of staff. Keys strengths include:

- ♦ Staff Management & Development
- ♦ Organizational Skills
- ♦ Client Relations
- ♦ Mentoring
- ♦ Case Management
- ♦ Assessment
- ♦ Evaluation
- ♦ Communication Skills

PROFESSIONAL EXPERIENCE

Liaison - Department of Children and Family Service, Torrance, California, September, 2006 – Present

- Responsible for identifying youth from the Torrance office to participate in the mentoring program.
- Provide orientation and assessment, pre match training, and activities for the Mentee's in the Torrance office.
- Plan and coordinate Mentee/Mentor activities for the youth in the Torrance office.
- Work closely with the LEAP unit (Emancipation) in coordinating events, activities and services associated with the mentoring section. Events included Chivas event (Soccer), Bowling event, Long Beach Aquarium event, Universal Studios, Clippers event, Firefighters Orientation and Mentee/ Resource Family Orientation.
- Coordinate and attend events with Impacting Hearts Youth Club (South Bay) and attend weekly meetings that involve DCFS children with Impacting Hearts.

Acting Supervisor - Department of Children and Family Service, Torrance, California, June, 2006 – March, 2007

- Training Supervisor of a family reunification, family maintenance unit.
- Assisted in training new CSW's on policy and procedures of the Department.

Star Community Liaison - Department of Children and Family Service, Torrance, California, January, 2006 – May, 2006

- Referred youth from the Torrance office for mental health services.
- Educated therapists of departmental policy and procedures.
- Out Stationed at Star View Community Mental Health Services (one day a week) for a period of six months.

Acting Supervisor - Department of Children and Family Service, Torrance, California, January, 2006 – June, 2006

- Ensured cases received the appropriate services and were transferred in a timely manner.
- Created a tracking system that determined the date cases entered, stayed and was transferred out of the unit in order to maximize time and productivity.

Now, put it in practice.

- Use **6 minutes** to work on your ***Achievement Statements*** (*results demonstrating through your job duties*):

Use **1 minute** to **share** with your partner

Within **2 minutes**, let your partner to give you feedback on how the Achievement Statements **can be refined or stood out**.

Verb in
past tense

+

subject or
a task

+

action

+

quantitative or
qualitative results

E.g.

- Led a team of five to test run a client database within two weeks that resulted in good marketing adaptation
- Successfully ran creative programs for children aged 4-6 and taught them expressiveness through painting and storytelling

Now, put it in
practice.

- Use **6 minutes** to work on these 3 guiding questions for *Personal Statement*.

1. What would you like to learn from and contribute to the internship programme?
(aspiration)
2. What are your strengths and weaknesses?
(job-fit and development areas)
3. Which skills do you want to develop?
(expand repertoire)

Use **1 minute** to *share* with your partner

Within **2 minutes**, let your partner to give you feedback on how the Personal Statement *can be refined or stood out*.

Don't

- make it too fancy – e.g. put your picture, use artistic font styles, make unnecessary embroidery or colors, unique stationary
- cluster too much info on each page
- make your resume content imbalanced
- fake information that never exist
- copy from others
- make spelling mistakes
- write poor English/Chinese
- make run-on sentences
- use 'I' language
- use too many different fonts
- use nicknames or weird combo in your email address
- put on sensitive info on your social media

Do

- Spend time constructing each item especially your Personal Statement and each Achievement Statements
- Spelling and grammar checks
- Devise a core version and adjust for each job application
- Always keep your resume concise and precise – 1-2 page maximum
- Think of how you being in the role made the difference
- Include your contact information – mobile number, email address, whatsapp/wechat, skype, linkedin
- Include references if available and confirm with your reference contacts ahead of time
- Ensure each content area is proportional – e.g. more on latest job experience, less on previous
- Be authentic and original



26 March 2018

Dear 2,700 Applicants to HKBN's Summer Innovator and Marketing & Finance Trainee positions,

Thank you for your interest in HKBN. As we have 2,700 applicants for just 19 slots, we will not be able to engage with you all personally, but we do want to offer some insights for your career development.

At school, you are normally boxed into a scoring framework of 100 points. As you enter the work force, break free from this limitation and set your own denominator. At school we are taught to try our best to reach the perfect score "100 out of 100 points". In the real world, it is far better and far easier to score "150 out of 200 points" than "100 out of 100 points", i.e. break free from the box and dare to aim much higher.

Back to this interview, instead of just sending in a standard CV, submit something that will WOW us, even if we did not ask for it as this will be the only way to stand out from the 2,700 applicants. When we shortlist CVs, we focus far more on the cover letter than your school grades and the standard CV format. A "mass mail" standard CV without custom cover letter will just go direct to the trash bin, as this is an indicator of a lack of real interest in our company. A bad cover letter simply says how good you are and how interested you are in joining HKBN. A great cover letter explains why your strengths are relevant to HKBN and how these skills can contribute to HKBN.

If you make our shortlist of 120 i.e. top 5%, please do your homework before the interview. Beyond reading our annual reports and website (which are always positively biased towards us), study our industry, our competitors' annual reports and websites (they tend to counter balance our view on us), etc. and give us concrete ideas on areas that you can help us improve. Don't come to the interview to just do the interview, rather come to WOW us, otherwise you will be lost amongst the 120 shortlist applicants. Of course, if you made our top 5% shortlist, chances are that you will receive multiple job offers and we will need to WOW you just as much to ensure that you select us.

At HKBN, we are fighting the legacy incumbent that is 10x our revenue size, so we are looking for Talents who are 10x better than average. At HKBN, we say don't waste time telling me "my mother is a woman", rather tell me why "my mother is beautiful".

Good luck and I look forward to seeing you at the later stage of this interview process.

Sincerely yours,

NiQ Lai

Co-Owner and COO

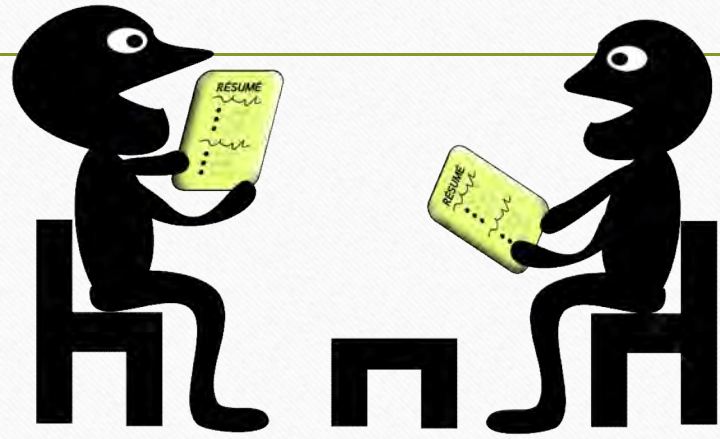
Email: niq.lai@hkbn.com.hk, Tel: +852 3999 2888.

P.S. If you have interest to be added to our Friends of HKBN distribution list for future company updates, please send an email to peggy.chan@hkbn.com.hk stating so.

“My mother is beautiful”

- A bad cover letter simply says how good you are and how interested you are in joining HKBN.
- A great cover letter explains why your strengths are relevant to HKBN and how these skills can contribute to HKBN.
- Beyond reading our annual reports and website, study our industry, our competitors' annual reports and websites and give us concrete ideas that how you can help us improve.
- Don't waste time telling me my mother is a woman, rather tell me why “ my mother is beautiful”.

Interview



It is all about first
impression and why is it
so important?

Don't

- be late
- dress up inappropriately
- use your mobile after you step into the door
- ask questions before addressing questions from your potential employer
- negotiate on terms
- lay out your scripts
- be arrogant
- be shy
- slack in your chair
- chew gum or bring your own drinks
- try to be smart

Do

- be 15 minutes early / set up Skype or intercom early
- dress appropriately
- only use your mobile for last minute check
- attend to your calls!
- observe the surroundings and the people
- drink enough water and go to the bathroom before you attend to interviews
- bring your resume/CV
- make a firm handshake
- be enthusiastic but not overly enthusiastic
- be authentic and natural
- be curious
- be business savvy, professional and succinct
- sit straight
- you can drink water or take a deep breath when you start
- Be confident
- Be polite
- Smile often
- Be grateful and thank your interviewer(s)

Frequently asked questions

1. Tell me about yourself
2. What do you know about our company?
3. Why are you interested in our company / this role you applied?
4. What are your greatest strengths? Weaknesses?
5. Describe a difficult situation you were in recently and how you tackled it.
6. Where do you see yourself in 5 years of time?
7. How would you resolve a work conflict?
8. What is your work style?
9. How do you handle stress?
10. Why should we hire you?
11. What is your greatest accomplishment?
12. What is your dream job?
13. How would you work with people different from your age/style?
14. If you encounter your manager or colleague who broke the company policy, what would you do?
15. What salary are you looking for?
16. What questions do you have for me?

- Your skills don't seem to match with the job requirements.
 - What is your greatest weakness?
 - What was the greatest mistake you made?
 - Do you like challenges?
- What would you consider when you need to raise a critical question?
 - Are you a team leader or a team player?
- How many five-dollar coins will it take to build an IFC tower?
 - What makes you angry?
- What would be the best candidate for this internship?
 - What would your mom/enemy say about you?
- Why are you not able to find an internship placement in the first round of selection?
 - What do you think about Donald Trump?
 - What does your career rank in your priorities?
 - Where is the happiest place on earth?
- Many Millennials are being criticized by the Baby Boomers or Gen X that they are too individualistic. What do you have to say about that?

To Conclude

- Your presentation is your personal brand
- Be humble and professional
- Keep your messages succinct
- Prepare carefully and thoroughly
- Use common sense
- Be focused, succinct and natural
- Be grateful and hopeful
- Be confident



**KEEP
CALM
AND
GOOD
LUCK**

Reference

- Creating your own opportunities (2017), Connie Tsui Burchfield, Radix Consulting

More about internship interview

About UNICEF

since 1946

UNICEF believes

All children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

- UNICEF has worked to improve the lives of children and their families and fight for the **child rights** of every child



© UNICEF/UNI193983/Anmar

Background

Areas of our work



for every child

in 190 countries and territories

to defend their rights, and to help them fulfil their potential, from early childhood through adolescence.



Child
protection



Child
survival



Education

UNICEF in
emergencies



Gender

Innovation
for children



Supply and
logistics

Research
and analysis



Hong Kong Committee for UNICEF

Since 1986

- Education and youth work



Background

Hong Kong Committee for UNICEF

- Advocacy projects



Background

Hong Kong Committee for UNICEF

- Fund raising for local and global work

e.g.

Humanitarian support for tsunami-affected people - Indonesia - 2018



Background

Internship in UNICEF HK

Listen to what the interns say

“They (UNICEF HK) gave me lots of opportunities **to try new things** and **discover my own strengths and interests.**” *Year 1 intern, HKUST*

“Working in UNICEF HK gave me an authentic taste of **corporate communication** and **event organizing.** Staffs there are nice and are willing to guide.” *Year 4 intern, HKBU*



Internship Programme



“Your work really depends on your interests and talents, and you can choose what you want to work on and **discuss with the staff.**” *Year 2 intern, HKU*

“This internship program is not only a “lesson in the field”, but also a mid-term evaluation for myself to **reflect on my direction** in both my studies and my life.” *Year 1 intern, HKUST*

Internship in UNICEF HK

Advocacy and Public Relations Department



Campaigns & Events

- Assisting in project management
- Programme support
- Logistic



Data Consolidation

- Analysis for school account management
- Data summarization



Promotion Strategy & Education Programmes

- Assisting in content development of education programmes
- Participate in development of promotion strategy

CV

How to write a winning CV?

DO's

- Precise and concise
- Include relevant part-time/ internship experiences
- Be honest



CV

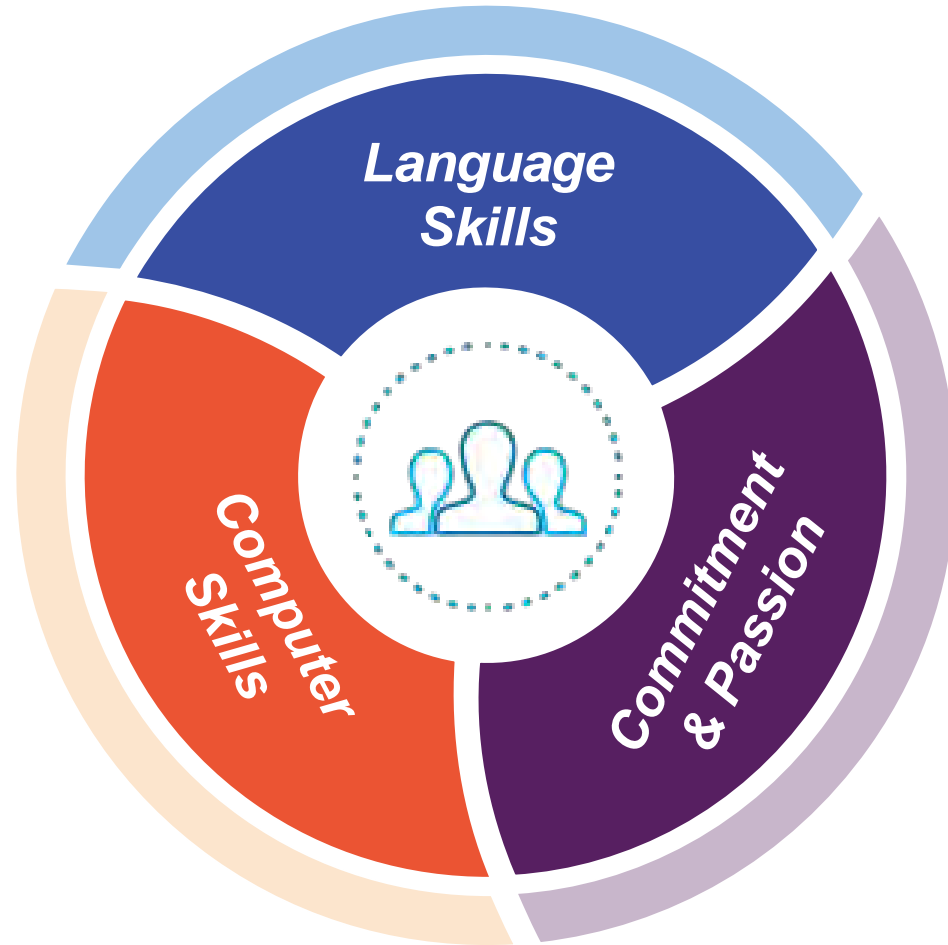
How to write a winning CV?



DO's	DON'T's
<ul style="list-style-type: none">• Precise and concise• Include RELEVANT part-time/ internship experiences• Be honest	<ul style="list-style-type: none">• Include personal information (e.g. ID card number)• Typos

Interview Tips

What key qualities are we looking for?



其他 (10%)

報到

- ☐ 早到
- ☐ 準時
- ☐ 遲到

衣普

- ☐ 整齊
- ☐ 太隨意
- ☐ 曝露 / 浮跨

態度與性格

- | | | |
|-----------------------------|------------------------------|-----------------------------|
| <input type="checkbox"/> 外向 | <input type="checkbox"/> 領導者 | <input type="checkbox"/> 誠懇 |
| <input type="checkbox"/> 一般 | <input type="checkbox"/> 一般 | <input type="checkbox"/> 一般 |
| <input type="checkbox"/> 內向 | <input type="checkbox"/> 跟隨者 | <input type="checkbox"/> 浮跨 |

期望 (35%)			技巧 (40%)			技能 (15%)
實習原因與 期望	對機構宗旨 的理解	自我反思	語文能力測 試表現 (文字使用/ 翻譯)	英文口 語 (如適用)	創意思維/ 應變	

Interview Tips



Sharing of a real life story

Let's stay connected

Other than main site, other online platforms include



Let's stay connected

More about our local work on youth and education



| Q & A

E: katie.au@unicef.org.hk

T: 2836 2960

Thank you

unicef 
for every child
HONG KONG