

Co-creating experience
through partnership in learning

SOCIAL INNOVATION AND GLOBAL CITIZENSHIP

WE VENTURE OUT ★ WE CREATE ★ WE LEARN



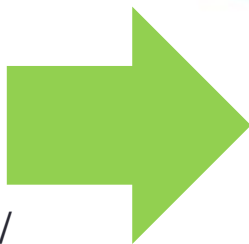
CV WRITING SKILLS WORKSHOP

Dr. Ken Yau

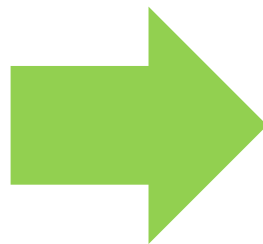
Myth 1



CV



Interview



OFFER!

(Curriculum Vitae/
resume)



Faculty of
Social Sciences
The University of Hong Kong
香港大學社會科學學院

Myth 2

How many CVs do I need to send out to win one interview?

How many versions of CVs do I need to write in order for me to keep on winning interviews?

How can I write a good tailor-made CV to win one interview?



How to secure an SIGC internship offer?

- More than 300 student applicants every summer
- Some competitive placement post with more than 20 applicants for one quota
- Some CPs may shortlist a few applicants for interview
- Some CPs may decline all applicants without/ after interview



Components of SIGC Internship Application

1. Online Application Form
(via [Experiential Learning Application System](#))
2. Personal Statement for each placement choice
(embedded in Application Form)
3. Attach your tailor-made CV
(applicable to all chosen choices)



Application Number	Type	Status	
202213460	Social Innovation / Global Citizenship Internship	Not yet submitted	Update

[Apply Now](#)

Sections of Application Form

SIGC Internship Application

1. Personal Particulars

2. Internship Selection

3. Personal Statement & CV

4. Personal Skills

5. Awards/Exchange Studies

6. Work Experience

7. Extracurricular Activity

8. Preview and Submit



- ✓ Required to write a personal statement for each choice
- ✓ Attach your tailor-made CV

Step 3 / 8 » Personal Statement & CV

Personal Statement

A tailor-made personal statement expresses the student's specific motivation for participating in each choice of internship application with 200-500 words.

Attach your Curriculum Vitae (CV)

Student is required to upload a tailor-made CV to complete the internship application
For non-local internships in mainland China and Taiwan, please attach your CV in Chinese
(File format: doc, docx, pdf, jpg, png, gif; Maximum file size: 2MB)

選擇檔案 未選擇任何檔案

Upload



Guiding Questions for Personal Statement

- What attributes, character, skills and/or experience make you best fit to this internship position?
- What are your aspiration, goals, and/or development areas and how are they relevant to the internship position?
- How will you contribute to the work of Community Partner you are applying for?

Step 3 / 8 » Personal Statement & CV

Personal Statement

A tailor-made personal statement expresses the student's specific motivation for participating in each choice of internship application with 200-500 words.

Choice 1: American Club Foundation (Charity Interns for Fundraising and events / Grant giving/ Volunteering)

Your Personal Statement may cover the following topic(s):

- What attributes, character, skills and/or experience make you best fit to this internship position?
- What are your aspiration, goals, and/or development areas and how are they relevant to the internship position?
- How will you contribute to the work of Community Partner you are applying for?



Your CV presentation is your personal brand

Finding
your own
voice



Structure of CV

Content

- Reviewing and collecting past work and other relevant experience
- Highlighting your achievements (achievement statement)

Format

- Separated by different categories/ sections with a space
> sections in Application Form as example
- Reversed chronological formats (most recent one on top)
- Bullets and concise phrases instead of paragraphs/ sentences

CV Organisation

- Organising - how to order sections to display your strengths
- Selecting - what information to include and what to leave
- Writing and rewriting - Get rid of redundant information



HSE Officer CV Sample

/TerrySmith/1 High Street, Anytown, Anycounty, SE15 6TQ/07777 666 555/
tsmith68@anymail.com

Professional Summary

An experienced and committed health, safety and environment officer with a wealth of knowledge in health and safety and the environment legislation and codes of practice. Able to write policies and safe systems of work to protect the health and safety of employees as well as the environment. Monitoring and reviewing policies also within skill set. Able to keep abreast of changing legislation and has in-depth knowledge of specialist areas of health, safety and the environment, such as chemical safety, control of emissions and construction site safety. A good communicator on all levels, happy to work alongside senior managers staff, contractors and external agencies, knowing how and when to liaise with various individuals.

Core Qualifications

- NEBOSH Diploma in Occupational Safety and Health
- NEBOSH Environmental Diploma
- St. John Ambulance first aid at work certificate (valid until June 2018)

Academic Qualifications

Middlesex University of BSc Occupational Safety, Health and Environment 2001-2003 A levels:
English (B), Maths (B), Chemistry (C)

Key Skills

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

Experience

HSE Officer – Rollands Manufacturing 2010 - present

- Responsible for full site health and safety together with environmental compliance across all areas.
- Liaising with staff on all levels including external bodies and contractors.
- Training the workforce including managers in health and safety and the environment

HSE Officer – CGE Construction – 2006-2010

- Responsible for health and safety on company's construction sites along with environmental compliance.

References

Available on request. The hse CV sample is one of our extensive portfolio of online resources helping you build a complete CV from scratch to accompany your job application. Success at your fingertips using our CV creation tools, which provide great basis for both the text and format for your CV. Start building your professional hse officer CV sample today.

Social Innovation / Global Citizenship Faculty of Social Sciences, The University of Hong Kong

Personal Particulars

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

Curriculum:
Course Year:
Major:
GPA:

Programme:
Community Partner:
Internship Project/Topic:

Personal Statement

Language Skills

Spoken English:	Excellent
Written English:	Excellent
Spoken Cantonese:	N/A
Spoken Putonghua:	N/A
Written Chinese (Traditional):	N/A
Written Chinese (Simplified):	N/A
Others:	
– Hindi	Excellent
– Telugu	Excellent

Digital Literacy

Other Skills

Awards/Scholarships

Date(MM/YYYY)	Award
06/2019	

Exchange / Non-local studies (including study tours, virtual p

N/A

Relevant Work Experience (Including Internship)

Experience: 2

Date(MM/YYYY)

Name of Organization

Position:

Duties:

Relevant Extracurricular Activities (Including voluntary work, In high school)

Activity: 1

Date(MM/YYYY)

08/2018 to 09/2018

Now, get
a start on
your own
CV

Career Objective Statement (Personal Profile Statement)

- e.g. A committed Engineering Postgraduate equipped with Scrum knowledge and complex problem solving skills. Good communication skills including English, Mandarin and Cantonese proficiency. Modest and willing to learn. Professional interests include Project Management, Customer Services and Resourcing

Area of
your study

+

Stream of
focus/
strengths

+

Soft skills +
languages

+

Attitude or
2nd to 3rd soft skills



Now, get a
start on
your own
CV

Achievement Statements

(results demonstrating through your job duties)

a verb in past tense/
gerunds / To +verb

+

a subject or
a task

+

an action

+

quantitative or
qualitative results

e.g.

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



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. Proven ability in the successful implementation of projects. 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 2011 – December 2011
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 problem about it?



Address: 66 Hendford Hill, MOULDSWORTH, WA6 8DE, United Kingdom

Tel: 07900257283
 DoB: 27 February 1985
 Gender: Male

Email: coolguy007@hotmail.co.uk
 Nationality: British
 Marital-status: Single

Personal Profile:

I am a hard-working individual who enjoys working. I am excellent at meeting deadlines. I have two years of experience in business and I would like to contribute to a business with my excellent skills and past work experience.

Education:

1991 – 1992 Collingham Gardens Nursery
 1992 – 1996 Stamford Primary School
 1996 – 2002 Hall Green Secondary School
 2002 – 2004 A-Levels Sandwell Sixth Form College

- English: A*
- Mathematics: C
- Biology: B
- Geography: A
- Business: C

October 2004 – June 2007 UCB, Birmingham BSc Psychology

Work:

2011 – Present	IT Support Assistant	ABC Electronics Ltd.
2008 – 2011	IT Admin	Dana Corporation
2006 – 2008	IT Assistant	M&M Electric Vehicles Ltd.
2005	Cleaner	K Lacey Ltd.
2003 – 2005	Housekeeper	Plaza Hotel
2002	Packer	Packaging Products Ltd.
2000 – 2001	Cleaner	TB Group Inc.

Hobbies:

I enjoy skiing, hiking, playing football, bird watching and going to Church on Sundays.

Reference:

Mr Evan
 Tesco
 Birmingham, West Midlands, B55 1KE, United Kingdom, Europe, World, Universe.
 Tel: 078 4320 3833
 E-mail: evan.sanders82@hotmail.com

What's
 problem
 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.

What's
good
about it?



resume!

name: Anna Yenina

education/skills:

- experienced graphic-designer
- bachelor in kid's psychology & russian language
- beginner, but sooo talented web-designer

contact me:

anna.yenina@gmail.com

i like to learn some new, to create unusual decisions and answers, and people with good sense of humor :)

i'm a web-designer in Ukrainian company at present (distance work) & photomanipulator (freelancer), but moved to Atlanta so i want to find a job there (i have a green card, usa driver's license, a husband & 2 kids :). & because i have an irresistible desire to develop & progress my skills without any stops & because i LOVE design. & so i'm looking for a permanent or part-time or freelance job to apply my skills, talent and to be a benefit for any company. money make sense too:))

my hobby:

photography
(to shoot some new photos and bring back to life the old ones)

learning 3D programs
(my newest hobby)

scrapbooking

yoga

drawing (by hands, real paints & wacom)

favorite soft:
Photoshop - forever!,
AI, Corel, Xara 3D,
Page Maker + some extra
(additional) programs that
i need for my work
+ i'm always eager to
learn some new ones

want to see what i can do?

so, this is web-design -
bananas-web.deviantart.com

here are my works as free-lancer -
anna-banana76.deviantart.com

& here are my works in printing company -
anna-banana.io.com.ua/album11714

W⁷⁴alter White

Remember my name

EDUCATION

1980-1986

→ CALIFORNIA INSTITUTE OF
TECHNOLOGY
College of Science,
Pasadena, CA

SKILLS

- Advanced in accounting, sales, and product distribution
- Proficient in brewing properties and development
- Strong ability to multitask
- Excellent improvisational skills, especially in high-stress environments

ACCOMPLISHMENTS

- 1986 NOBEL PRIZE
In development of direct methods and determination of crystal structures
- GRAY MATTER TECHNOLOGIES
Co-founder
- 2008 TEACHER OF THE YEAR
JP Wynne High School

REFERENCES:

SAUL GOODMAN
Saul Goodman & Associates
bettercallsaul@sga.net
505-503-4455 (NOT TOLL FREE)

LYDIA RODARTE-QUAYLE
Madrigal Electromotive GmbH
lydiarodarte@madrigal.com
713-215-2142

TODD ALQUIST
Vamonos Pest Control
todd@vamonospest.com
505-772-3446

17
308 Negra Arroyo Lane, Albuquerque, NM 87111
505-791-1753 505-241-1753
505-884-3557 505-884-3557
theonewhoknocks@gmail.com

i will call you.

EXPERIENCE

2010 - PRESENT

AIA CARWASH
ALBUQUERQUE, NM
Co-Owner and Operator

- Played an active role in drastically increasing sales that included day-to-day operations management and inventory tracking

JANUARY 2010 - MAY 2011

ALBUQUERQUE INDUSTRIAL LAUNDRY
ALBUQUERQUE, NM
Lab Technician

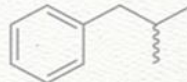
- Researched, led, and conducted chemical analysis on a wide range of elements, as well as initiating a geographic market strategy for distribution

MARCH 2002 - JANUARY 2009

JP WYNNE HIGH SCHOOL
ALBUQUERQUE, NM
Chemistry Instructor

- Taught and mentored students on the scientific methods and formulas of basic level chemistry

"Apply yourself and great things will happen."



Don't

- ❖ make it too fancy for traditional jobs
 - 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 CV content imbalanced
- ❖ fake information that never exist
- ❖ make spelling mistakes
- ❖ write poor English/Chinese
- ❖ make sentences and paragraphs
- ❖ use too many different fonts
- ❖ use nicknames or weird combo in your email address

Do

- ✓ Spelling and grammar checks
- ✓ Use past tense for past events
- ✓ Devise a core version and adjust for each job application
- ✓ Always keep your CV concise and precise – 1-2 page maximum
- ✓ Include your contact information – mobile number, email address, WhatsApp/WeChat, LinkedIn
- ✓ Include referees if available and confirm with their contacts ahead of time
(for regular job application)
- ✓ Ensure each content area is proportional
 - e.g. more on latest job experience, less on previous
- ✓ Be authentic and original



Individual Advice

June 2, 2022 (Thursday), 3:00pm - 4:00pm

June 6, 2022 (Monday), 3:00pm - 4:00pm

June 7, 2022 (Tuesday), 3:00pm - 4:00pm

Zoom Link: <https://hku.zoom.us/j/93679561932>

Further Enquiries



- Please contact Dr. Ken Yau

- Email: tkyau@hku.hk



Faculty of
Social Sciences
The University of Hong Kong
香港大學社會科學學院

Reference

- Tsui-Burchield, Connie (2021) “Writing a Professional CV that wins Interviews”, Radix Consulting, presented in *Internship Week 2021*, Faculty of Social Sciences, HKU, January 19, 2021
http://www.socsc.hku.hk/InternWeek/wp-content/uploads/2021/01/CV-Writing-Workshop_20210119.pdf