



Creating Your CV

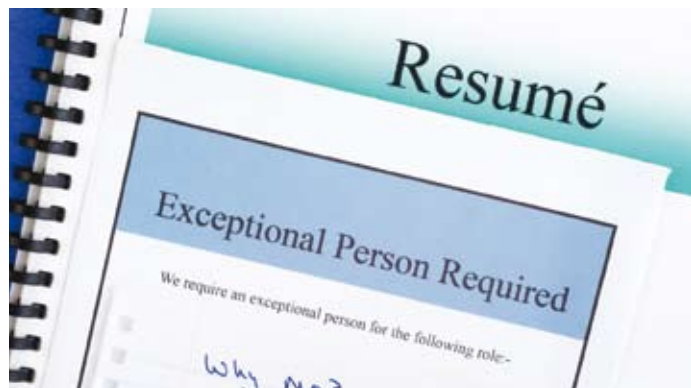
Your curriculum vitae (CV), sometimes called a resume, is a reflection of your personality and character. You should write it in a way that makes your individuality stand out, and your experience evident to prospective employers.

You will be competing with many others who will also be applying for the same job. You will gain no advantage by being shy or modest in your CV. Portray your best aspects to prove that you are worthy of the job for which you are applying. Summarise the relevant qualifications, experiences, skills and achievements in your CV. Arrange your qualifications and past experiences in a reverse chronological order.

Remember that the interviewer will be looking at many CVs, so while making it interesting, keep the details brief and to the point. Use short sentences and active verbs. Your CV should not contain your life story or be an essay on your best achievements. One page is ideal as the interviewer will not have time to read more.

It is important that your CV be neat and appealing to the eye. Make it attractive and easy to read, and make sure there are no careless spelling or grammar errors. Get others to proofread it for you – they may see something that you have overlooked. Your CV should definitely not be handwritten. If you decide to attach a photograph, it should be recent, in colour and professionally taken. Make sure you are smartly dressed in the photo.

Spend some time on your CV, reworking and refining it. It is the first piece of communication the interviewer will receive from you. Get it right and you could be on the way to your first job. Get it wrong and the CV will end up in the bin, and you have to start all over again. The following is a sample CV. Use it as a reference and tailor-make your CV for the applied position instead of using the same resume.





CURRICULUM VITAE

Name : Happy Chan
Address : 1/F Block D, Success Court, 1 Wonder Road, Hong Kong
Tel No : 9876-5432
Email : happy@findajob.com
Career Objective : Development in Electronics Engineering
Education : 1998-2001 Bachelor of Engineering, Hong Kong University of Science and Technology
Work Experience : June-August 2000 Summer vacation placement at XYZ Consultants Ltd

Extra Curricular Activities:

1. Chairman of Engineering Society at Hong Kong University of Science and Technology 1999-2000
2. Member of Chess Club at Hong Kong University of Science and Technology 1998-1999

Languages And Skills:

1. Proficient PC knowledge in MS Word, Excel, PowerPoint and Chinese Word Processing
2. Fluent in spoken and written Chinese and English

Reference:

1. Dr Most Willing, Professor, Hong Kong University of Science and Technology
2. Mr Okay Lee, General Manager, XYZ Consultants Ltd Immediate

Availability : Immediate