

Success Skills Resume

成功技巧工作坊 – 履歷表



**Junior Achievement
Hong Kong**

國際成就計劃香港部

Building a Resume 撰寫履歷

Your resume should be:

Clean and neat

準確無誤及整齊

Errors leave a poor impression, no matter how good the resume is.

Organized 結構工整

- Group similar things together: education, experience, skills, etc. List experience and education, including dates, with most recent first.
- Include skills relevant to the position.

Visually interesting

容易閱讀

- Leave white space.
- Use wide margins.
- Use bullets with indents to highlight at a glance.
- Use easy-to-read type, but vary size and/or use bold on key sections.
- Double space between paragraphs.

Brief 精簡扼要

Two pages is the maximum.

Descriptive 敘述清晰

Use “action” words: say “installed” instead of “did installations”

Careful 用字謹慎

Say what you mean; use terms and titles that others will understand.

Complete 資料齊全

Include awards you’ve received, and focus on accomplishments. Be sure to include part-time work and volunteer positions.

Kevin Woo

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91234567
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Education

Form Six
JAHK Secondary School

Experience

Shipping and Receiving Clerk, part-time
Elegant Furniture Shop, 7/06 – 9/06

- Tracked and managed all incoming and outgoing inventory.
- Organized stock.
- Assisted with showroom layout.
- Phoned customers as regular follow-up.

Sales Clerk, part-time
123 Stationery Shop, 6/05 – 8/05

- Provided customers service at front counter.
- Operated cash register.
- Balanced receipts daily.

Volunteer Work
Junior Achievement Hong Kong, 9/06 – present

- Provided support for events and program delivery.
- Assisted in administrative office tasks.

Extracurricular Activities

- *Chinese Cultural Club*
- *Photography Club*
- *Basketball Team*

Skills

- Managing a database
- Creating spreadsheets
- Researching using the Internet
- Proficiency in English, Cantonese and Mandarin

References available upon request

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國際成就計劃香港部

Name 姓名: _____

Phone 電話: _____

Email 電郵地址: _____

Address 通訊地址: _____

Education 教育程度 (What school and year? 你在哪間學校和哪年畢業? What major? 你主修的是什麼科目?)

Work Experience 工作經驗 (Any part-time jobs? 有沒有做兼職的經驗? What were your responsibilities? 你負責的工作是什麼? From when to when? 工作的時期是哪時?)

Career Interests 職業興趣 (What area are you interested in? 你對於哪些工作有興趣?)

Special Skills 特殊技能 (Eg: typing, languages, presentation skills 例如: 打字、外語、演講技巧)

Community Service or Extracurricular Activities 社區服務或課外活動 (Any volunteer work? 你是否參與義工活動? When and with which organization(s)? 在何時及參與哪些機構的活動?)
