



HOW TO WRITE A GOOD CV

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AGENDA

Recognise the importance of writing a good CV

Elements in CV

CV Dos & Don'ts

Cover Letter Structure



Why do we need a CV?

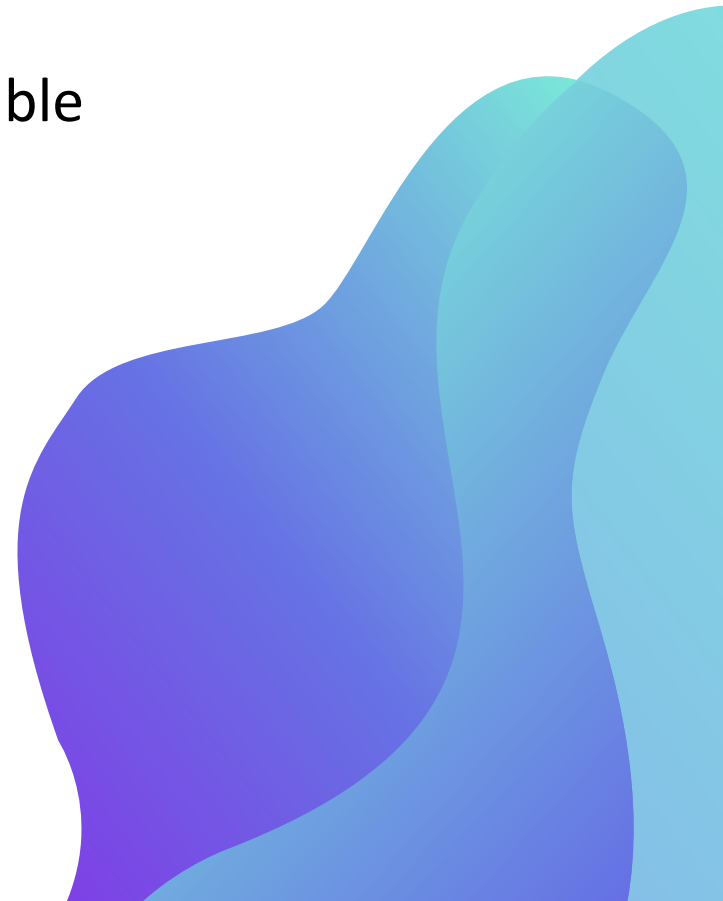
You need a CV that

- ✓ **Markets** your strengths and match for the job.
 - ✓ **Sells** your strongest skills and accomplishments.
 - ✓ **Grab the attention** of employers and recruiters.
-
- It is a quick **advertisement** of who you are.
 - A “snapshot” of you with the intention of capturing and emphasizing interest and **secure you an interview**.



A Good CV Will...

- ✓ Stand out from the crowd.
- ✓ Draw attention to your relevant skills, abilities, experience, achievements and potential.
- ✓ Create an impression on the employer that they will not be able to turn you down for interview.



What will you put in CV?

- Name
- Contact Number
- Mailing Address
- Date of Birth
- ID Number
- Hobbies
- Part Time Job
- Voluntary Work
- References



CONTENTS:

What should be included?



Education
*Reverse
chronological
order*



**Working
Experiences**
*Reverse
chronological order*



Skills / Abilities
*Voluntary Works /
Hobbies*



**Personal
Information**
*Need to know
information*



Others
*Expected Salary
Available Date*



Elements in CV

How to draw attention to your skills?

1. Find out what skills, qualifications and experiences are required.

- ❖ Look at job details.
- ❖ What your personality would suit the job?

2. Link your own skills, experience and qualifications to the job.

- ❖ Give evidence of how you gained those skills.



CV Samples

Name: [REDACTED]

Phone Number: [REDACTED]

Residential address: Kwai Chung

Email: [REDACTED]

Objectives

Looking for position in Account Clerk.

Work Experiences

[REDACTED]
Aug 2018 – Sep 2018(2 month)

- Assist veterinarian to do surgery and medication to patients
- Assist taking care of animals such as feeding and cleaning
- Blood testing ,X-ray machine operation, ultrasonic testing and dispensing prescript
- Assist in registering patients and booking system

Education

The Open University of Hong Kong

Bachelor of Business Administration (Hons) in Professional Accounting

September 2018 - June 2020(In Studying)

Hong Kong Baptist University

Bachelor of Social Sciences (Hons) Media and Social Communication

September 2016 - June 2018(Incompleted)

HKU SPACE Community College

Higher Diploma in Business (Sales, Marketing and Advertising)

September 2014 - June 2016 (Graduated)

Availability: Mid of June

Salary: [REDACTED]

RESUME SUMMARY	
Latest Position	Manufacturing Manager
Years(s) of Work Experience	19 years
Latest Job Function	Manufacturing & Production
Latest Industry Sector	Manufacturing
Latest Career Level	Senior
Highest Education Attained	Postgraduate
Authorized to work in Hong Kong	Yes
Latest Salary	[REDACTED]
Availability	Notice - 2 Months
PERSONAL PARTICULARS	
Gender	Male
Age	46
Date of Birth	[REDACTED]
Nationality	Malaysia
Marital Status	Single
Living Location	Kowloon City Area
Has Driving License	No
EXECUTIVE SUMMARY	
<ol style="list-style-type: none">1. Drive & lead the process yield, quality, productivity improvement and reduce waste.2. Process troubleshooting and control for production.3. Control the cost reduction4. Process trouble shooting and process control5. Support customer service for technical issue.6. Control / Monitor process critical parameters.7. To control the material consumption and line maintenance.8. New design confirmation and design change.9. Educate/ Training production Supervisor and Technician above for technical knowledge and skills.	
EDUCATION	
2006 - 2006 International Academy For Quality Certification , Certified Six Sigma Black Belt	
2005 - 2005 Hong Kong Productivity Council, Certified 6 Sigma Black Belt Workshop	
1997 - 1998 Warwick University, United Kingdom, Master of Science in Manufacturing Systems Engg	
WORK EXPERIENCE	
SMC Multi-Media Trading Co, Ltd Manufacturing Manager Job Roles :	Apr / 2003 - Present HK\$ 59000
<ul style="list-style-type: none">- Monitoring overall Production/QA/Store operation running- Manage the Production / QA/ Purchasing/Logistic/PMC dept- Involve cost reduction/ operation cost- Sourcing new supplier- Product pricing/ costing / quotation- Setting target Production yield / Quality- Certified 6 sigma black belt- Knowledge in Quality System (ISO9001-2000, QS system, RoHS, TPM, Kaizan, Lean Manufacturing)- Hands-on experience in Lean Manufacturing & workshop Full System, Kanban system implementation.	
Achievements :	
<ol style="list-style-type: none">i. Certified Six Sigma Black Belt Workshop (HK Productivity Council) – 2005.ii. Promoted from Senior Process Engineer to Asst Mfg Manager and Asst Mfg Manager to Mfg Manager in year 2005 and 2007 respectively.iii. Great team works of achievement ~3 millions pcs /annual (Max) output from <1 million pcs by lines expansion.	

Proof-read

One obvious but always overlooked aspect of good CV writing

Proof-reading for:

- ✓ *Spelling*
- ✓ *Punctuation*
- ✓ *Grammatical mistakes*
- ✓ *And other errors*



CV

Do & Don't

DO:

- ✓ Use a standard font size in black ink.
- ✓ Be **consistent** in your layout.
- ✓ Reverse chronological.
- ✓ List your skills and achievements and back up with evidence.
- ✓ Keep it short.
- ✓ Use **positive action verbs** such as “organised, delivered, accomplished, achieved”.
- ✓ Be honest but positive (negatives can always be turned into positives).
- ✓ **Proof-read** for spelling, punctuation, grammar and meaning.
- ✓ Get someone to check it for you.

DON'T:

- Do it in a rush.
- Leave gaps in employment.
- Lie.
- Avoid CV templates on the web.
- Include **irrelevant** personal details (e.g. mailing address, social media link, hobbies...)
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.

Cover Letter

Purposes:

- Why you are sending the CV?
- Highlight your key selling points.
- Show why you are interested in that job / employer.

Structure:

- Explaining why you are sending the CV.
- Why you are the right person for the job. - [Job match exercise](#)
- What attracts you to the employer. - [Show your research.](#)
- What happens next. – [Want to have an interview chance.](#)



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Thank You