

Resume Writing: Some Practical Advice for Placement Students

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1. Overall appearance and structure

- Appearance:
 - Is your CV easy and comfortable to read?
 - Font sizes too large or too small?
 - Try to limit it to one page.
- Main sections:
 - Personal information
 - Contact information is very important.
 - Age and gender are not needed.
 - Email address?
 - How many sections besides the personal information, and the ordering?

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1. Overall appearance and structure

- Guidelines and ideas
 - Usually use point forms and phrases in CV.
 - Subjects are understood.
 - Do you have a career objective?
 - Education section comes before others.
 - Extra-curricular activities, awards, and recognition are important.
 - Do you need a section on the class projects?
 - Are the HKCEE and AL public exam results relevant?

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1. Overall appearance and structure

- Possible main sections
 - Education (most recent first)
 - Career Objectives
 - Extra-curricular Activities (student activities, volunteering work outside school, study trips to China/foreign countries, etc.)
 - Awards (academic awards, sports awards, music awards, etc.)
 - Work Experience (related to your academics)
 - Professional Qualifications and Training (Microsoft, Cisco, etc)
 - IT Knowledge and Skills

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2. Avoid ALL English usage mistakes

- Typing mistakes, e.g.
 - PowerBuiler
 - Chinses Y.M.C.A.
 - criterias
- Upper case vs lower case, e.g.
 - Faculty of engineering
 - Hong Kong PolyTechnic University
 - Ms Office
- Articles, e.g.
 - (The) Hong Kong Polytechnic University

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2. Avoid any English usage mistakes

- Use past tenses to describe work experiences and class projects.
- Unclear statements, e.g.
 - I am a dynamic person willing to aim higher.
 - Making a database for calculating the compensation fee.
 - To work with that job in order to gain the working experience.

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3. Details, not only titles

- ❑ By simply putting the position titles, project titles, and name of the awards do not really help.
- ❑ You need to go into details and to point out what you have actually accomplished.
- ❑ For example,
 - Specific technology used to solve the problem.
 - What have been accomplished by you?
 - How competitive was the award competition?

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4. Skills and knowledge

- ❑ How many sets of technical skill do you have?
 - Operating systems
 - Database systems
 - Programming languages and software design
 - Web development
 - Electronic stuff for the BScIT students
 - Business, accounting, and management stuff for BAC students

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4. Skills and knowledge

- ❑ Order of skills listed
 - Familiarity with the skill
 - Important of the skill to the job
 - You will get what you put down.
 - Some skills may draw attention as well as questions during interview, such as JSP.
- ❑ Can you back up what you have listed under the technical skills by class projects that you performed?

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5. Others

- ❑ Is "fluent in Cantonese" a surprise to the employer?
- ❑ What does it mean by "intermediate level in English?"
- ❑ Expected salary(HK): 8000
- ❑ You don't sign your CV.
- ❑ Are you sure you want to give out your mobile phone information?
- ❑ Are you email systems reliable?

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6. My final admonitions

- ❑ Your CV is THE most important piece of information. Take heart.
 - You will be judged simply based on this one-page document.
 - You don't want to copy from others.
- ❑ Build up your CV as you continue with your study and with your career.
 - Your CV serves as a mirror and a history book for you to improve yourself.
- ❑ Have someone look at your CV before sending it out.

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